

# Johnson Memorial Health Services

## Job Description

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**Position:** Unlicensed Assistant Personnel  
**Department:** Johnson Memorial Assisted Living  
**Reports To:** Assisted Living Manager and Skilled Nursing Staff  
**FLSA Status:** Hourly/Non-exempt  
**Days/Hours:** Varies  
**Effective:** 10-1-13 **Revised:**

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**JOB SUMMARY:** Unlicensed Assistant Personnel (UAP) assists older people who are functionally, physically, and/or socially impaired and need 24 hour oversight. The UAP's role is to assist tenants with those activities of daily living (ADLs) that they are unable to perform without help, fostering at all times tenants' independence that is consistent with the philosophy of assisted living.

### **ESSENTIAL FUNCTIONS:**

#### **1. Activities of Daily Living (ADLs):**

- Dressing and undressing (Clothing should be clean and appropriate for the season)
- Bathing
- Personal hygiene (Shaving, dental hygiene, nail care, hair care, foot care)
- Mobility devices (cane, walker, wheelchair, crutches) including monitoring of safe transfer and ambulation techniques
- Care of ADL devices such as eyeglasses, hearing aides, etc

#### **2. Instrumental Activities of Daily Living: (Provides assistance with)**

- Telephone (assist with calls, phone repairs, hearing and vision adaptive devices)
- Housekeeping tasks such as vacuuming, emptying trash, cleaning bathroom, bed making, and bed changes.
- Laundry
- Escort tenants and coordinates internal transportation needs
- Mail delivery, tenants personal correspondence

#### **3. Medical Assistance:**

- Assists tenants with self-administration of medications, including monitoring of medication supplies and documentation.

#### **4. Health Maintenance and Monitoring Tasks:**

- Observes and reports changes in tenants' physical condition and cognitive/emotional status to Skilled Nursing Staff as needed.
- Conducts room checks and tenant rounds
- Monitors for environmental safety hazards
- Records incidents, errors, or accidents
- Records tenants and tenant-related events

### **5. Dining:**

- Assist in a variety of tasks related to dining (escort tenants to dining room, set up and clean tables, serve meals, bus tables, prepare breakfast meal, perform baking duties, keep the kitchen area clean and tidy)

### **6. Activity Program:**

- Responsible for participating in and supporting the tenant activities

### **7. Emergency Preparedness:**

- Responds to and acts appropriately in emergency or disaster situations

### **Leadership:**

- Plans and completes duties with minimal direction from supervisor
- Works collaboratively with peers and other team members
- Uses tactful, diplomatic communication techniques in potentially sensitive or emotionally charged situations
- Follows up with appropriate staff, tenants, or other individuals regarding reported complaints, problems, and concerns
- Acts as an ambassador and public relations representative to guests and other off-campus visitors
- Maintains all certifications required for employment

### **Administrative Responsibilities:**

- Orders and monitors appropriate use of tenant care, office, and other needed supplies
- Copies special paperwork or forms
- Prepares and maintains tenant census records

### **Other Duties:**

- Demonstrates an appreciation in heritage, values, and wisdom of the tenant and an understanding of the aging process
- Attends and participates in staff meetings
- Participates in in-services or projects as assigned
- Assists with quality assurance programs when indicated
- Assist in training new staff
- Exposed to body fluids, infection, odors, and behavior of tenants
- Exposed to chemicals/cleaning solutions

### **REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:**

- Must be able to think, act, and intervene independently in both routine and emergency situations.
- Must be self-motivated and function as an “in charge person”.
- Must be able to relate to tenants and staff in a courteous and diplomatic manner under all circumstances.
- Must be able to work flexible hours and participate in holiday hours

**MINIMUM TRAINING AND EXPERIENCE REQUIREMENTS** (The following statement represents the minimum experience and training standards which will be used to admit or reject applicants for interview and selection, provided that equivalent substitution will be permitted in case of deficiencies in either experience or education).

**SUPERVISORY RESPONSIBILTIES** (if applicable):

**MINIMUM PHYSICAL REQUIREMENTS** (if any): (The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.)

***Note: In terms of an 8 hour workday, "Occasionally" equals 1% to 33%, "Frequently", 34% to 66%, "Continuously", 67% to 100%***

<b>In an 8 hour workday, employee must:</b>									
	(Hours at full capacity for each activity)								
<b>Position</b>	<b>None</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>
Sit			x						
Stand					x				
Walk					x				

<b>Employee's job requires he/she:</b>					
<b>Activity:</b>	<b>Not at All</b>	<b>Occasionally</b>	<b>Frequently</b>	<b>Continuously</b>	<b>Comments</b>
Bend/Stoop			x		
Squat		x			
Crawl	x				
Climb (Height 8 ft)		x			
Reach above shoulder level			x		
Crouch		x	x		
Kneel		x			
Balance		x			
Push/Pull (# of lbs. 50 )		x			

<b>Employee's job requires he/she carry:</b>					
<b>Weight Carried:</b>	<b>Not at All</b>	<b>Occasionally</b>	<b>Frequently</b>	<b>Continuously</b>	<b>Comments</b>
Up to 10 lbs.			x		
11-24 lbs.		x			
25-34 lbs.		x			
35-50 lbs.		xx			
51-74 lbs.	x				
75-100 lbs.	x				
Over 100 lbs.	x				

<b>Job requires employee must use feet for repetitive movements as in operating foot controls:</b>		
<b>Repetitive movements with foot controls:</b>	<b>YES</b>	<b>NO</b>
Right	x	
Left	x	

<b>Job requires employee use hands for repetitive action such as:</b>							
<b>Hand Repetitive Movements:</b>	<b>Simple Grasping</b>		<b>Firm Grasping</b>		<b>Fine Manipulating</b>		<b>Comments</b>
	<b>YES</b>	<b>NO</b>	<b>YES</b>	<b>NO</b>	<b>YES</b>	<b>NO</b>	
Right Hand	x		x		x		
Left Hand	x		x		x		
Both Hands	x		x		x		

<b>Does the employee's job require:</b>			
<b>Activity</b>	<b>YES</b>	<b>NO</b>	<b>Describe if Yes</b>
Working on unprotected heights?		x	
Working on uneven terrain?		x	
Working on wet/damp surfaces?	x		Shower
Operating moving equipment?		x	
Operating vehicles?		x	
Use of tools?		x	
Use of telephone?	x		
Use of keyboard/computer terminal?	x		
Working under time pressure?		x	
Working rapidly for long periods?		x	
Working alone?	x		
Close work?		x	
Good vision (close/distance/peripheral & depth perc)	x		
Good color vision?		x	
Good hearing?	x		
Good speaking?	x		
Reading?	x		
Writing?	x		
Simple arithmetic?	x		
Mathematics?		x	
Weighing and /or measuring?	x		

<b>The work environment where the job is carried out:</b>			
<b>Job environment:</b>	<b>YES</b>	<b>NO</b>	<b>% of Day Spent</b>
Indoors	x		99%
Outdoors	x		1%
At a desk or bench	x		
In a car or truck		x	
In an office		x	

<b>Is the employee exposed to:</b>			
<b>Exposed to:</b>	<b>YES</b>	<b>NO</b>	<b>Describe if Yes</b>
Bloodborne Pathogens/Infectious diseases?	x		
Chemicals/respiratory hazards?	x		Cleaning Supplies
Noise?	x		Vacuum
Dust, fumes & gases?	x		Cleaning
Extreme heat or cold?	x		Stove, Freezer
Cramped areas?		x	
Working close to electrical current?		x	
Other hazards?		x	

<b>Exposure Determination: For More Information: See Your Supervisor</b>					
<b>Category I</b>		<b>Category II</b>		<b>Category III</b>	
Tasks that routinely involve exposure or potential exposure to blood, body fluids or tissues.		Tasks that do not routinely involve exposure to blood, body fluids or tissues, but exposure or potential exposure may be required as a condition of employment.		Tasks that do not routinely involve exposure to blood, body fluids or tissues (persons in this category are not called upon to perform or assist in the emergency medical aid or to be potentially exposed in any other way as a condition of employment.	
<b>YES</b>	<b>NO</b>	<b>YES</b>	<b>NO</b>	<b>YES</b>	<b>NO</b>
	x	x		x	

### **MENTAL DEMANDS:**

<b>Does the employee's job require:</b>		
<b>Activity</b>	<b>YES</b>	<b>NO</b>
Ability to plan, organize and delegate responsibilities to subordinates while maintaining quality standards throughout one's own performance.	x	
Excellent communication skills are required for interactions with management, staff, patients, residents, clients, etc.	x	
Must be able to analyze situations and select a course of action.	x	
Must be capable of multi-step and sequential problem solving activities: that include comparing, analyzing and calculating data relevant to the facility.		x
Must be flexible and willing to undertake a variety of tasks.	x	
Must possess the ability to accept change and respond appropriately.	x	
Must possess the ability to understand and communicate both verbally and in written form in the English language since instructions, labels and other documents are in English.	x	
Must possess visual and mental attention to position content with accuracy.	x	
Must possess excellent memory and organizational skills.	x	
Must possess the ability to work independently and make decisions that require initiative and judgment in order to effectively plan, organize and delegate work assignments.	x	

### **DISCLAIMER:**

The above statements are intended to describe the general nature of job duties and responsibilities typically assigned, identify the essential functions, and list the requirements of this job. They are not intended to be an exhaustive list of all supplemental duties, responsibilities, or non-essential requirements; nor should this document limit the supervisor's right to modify assignments as necessary. This document does not create a contract for employment.

**RECEIPT ACKNOWLEDGEMENT:**

I acknowledge and understand that:

- Receipt of this job description does not imply nor create a promise of employment, nor an employment contract of any kind, and that my employment is at-will.
- The job description provides a general summary of the position in which I am employed, that the contents of this job description are job requirements and, at this time, I know of no limitations which would prevent me from performing these functions with or without accommodation, I further understand that it is my responsibility to inform my supervisor at any time that I am unable to perform these functions.
- Job duties, tasks, work hours and work requirements may be changed at any time.
- I have read and understand this job description.

I, do do not need accommodations under the Americans with Disabilities Act.

Employee Printed Name: \_\_\_\_\_

Employee signature: \_\_\_\_\_

Date: \_\_\_\_\_