

Johnson Memorial Health Services

Job Description

Position:	Rehab Assistant
Department:	LTC Nursing
Reports To:	Director of Nursing, Assistant Director of Nursing, Registered Nurse (RN), Licensed Practical Nurse (LPN), Restorative Coordinator
FLSA Status:	Hourly/Non-exempt
Days/Hours:	8 hour days, Monday-Saturday, holidays
Effective:	June 2009
Reviewed:	February 2013

JOB SUMMARY

To provide efficient, effective and concerned resident care with the emphasis on rehabilitation to meet the individual needs of the resident. Rehab assistants report and work under the Care Center Director of Nursing, ADON, RN and LPN. Rehab assistants work with therapy in the context of performing therapy prescribed exercises, other job duties fall under Care Center nursing.

ESSENTIAL FUNCTIONS

- Provide for complete individualized exercise program.
- Care for and maintain the treatment area, supplies, equipment and residents' canes and walkers.
- Safely transport residents to and from the treatment area.
- Assist in ambulation and training in assistive devices.
- Assist residents in and out of dining area.
- Answer lights.
- Observe and report any incidents, changes or behavior to charge nurse.
- Assist in filling out incident reports/protocol sheets.
- See that residents are properly and comfortably clothed during treatment.
- Maintain resident safety.
- Provide privacy and assistance for residents and visitors.
- Follow specifically scheduled resident activities including rest periods.
- Assist with welcoming, orientating and making each new resident comfortable.
- Provide aseptic techniques to prevent spread of diseases and infection.
- Select proper wheelchair, gerichair, and equipment to meet the residents' rehab needs.
- Assess and practice proper positioning/transfers techniques.
- Assist in selecting adaptive equipment and train resident in its use.
- May perform other duties as directed by supervisor.
- Update communication books and car notes especially in regard to rehab.
- Participate in report.
- Chart monthly on the interdisciplinary notes.
- Answer phone and relay messages.
- Prepare, attend, and participate in all care conferences.
- Daily maintain records of rehab program and therapy.
- Assist in ordering rehab supplies and equipment.
- Assist in restraint reduction and fall prevention.

- Attends 80% of departmental, quarterly, & other required meetings.
- Participate in daily employee exercise program.
- Keep charge nurse and MDS coordinators informed of any changes in residents' condition.
- Maintain clean, neat appearance, including name tag.
- Support confidentiality, dignity and resident's rights.
- Maintain a cooperative attitude toward nursing co-workers and other departments.
- Seek guidance of PT/OT/Speech therapy staff.
- Train and assist nursing assistants with rehab area of resident care.
- Follow JMHS standards of behavior
- Follows JMHS safety and infection control policies.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

- Dependable, punctual attendance.
- Enthusiasm, empathetic, flexible and patient.
- Able to communicate effectively, verbally, and in writing.
- Excellent safety judgment.
- Accept advice.
- Attend continuing education in rehab services and share information.
- Use available resource materials.
- Ability to organize time and set priorities.
- Complete required annual training

MINIMUM TRAINING AND EXPERIENCE REQUIREMENTS

- Nursing Assistant (NA/R) currently certified in Minnesota
- 3 month experience at JMHS
- Active interest in rehabilitation

SUPERVISORY RESPONSIBILITIES (if applicable):

None

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.)

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

Employee's job requires he/she:					
Activity:	Not at All	Occasionally	Frequently	Continuously	Comments
Bend/Stoop			x		Provide exercise instruction and transfers
Squat		x			Provide exercise instruction and transfers

Crawl		x			Reach objects under walkers or equipment
Climb (Height 8 ft)	x				
Reach above shoulder level			x		Reach exercise equipment and set up exercises
Crouch		x			Assist with exercises and transfers
Kneel			x		Assist with exercise and transfers
Balance				x	Assist with exercise and transfers
Push/Pull (# of lbs. 30)				x	Assist with resident transportation and transfers

Employee's job requires he/she carry:					
Weight Carried:	Not at All	Occasionally	Frequently	Continuously	Comments
Up to 10 lbs.			x		Carry weights
11-24 lbs.		x			Assist with transfers
25-34 lbs.		x			Assist with transfers
35-50 lbs.		x			Have assist of 2 for all transfers over 30 lbs
51-74 lbs.	x				
75-100 lbs.	x				
Over 100 lbs.	x				

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

Job requires employee use hands for repetitive action such as:							
Hand Repetitive Movements:	Simple Grasping		Firm Grasping		Fine Manipulating		Comments
	YES	NO	YES	NO	YES	NO	
Right Hand	x		x		x		Charting and exercises
Left Hand	x		x		x		Charting and exercises
Both Hands	x		x		x		Charting and exercises

Does the employee's job require:			
Activity	YES	NO	Describe if Yes
Working on unprotected heights?		x	
Working on uneven terrain?		x	
Working on wet/damp surfaces?		x	
Operating moving equipment?		x	
Operating vehicles?		x	
Use of tools?	x		Use wrenches and screw drivers
Use of telephone?	x		Making phone calls, answering phone, and helping residents with phone use
Use of keyboard/computer terminal?	x		Making out worksheets and MDS information
Working under time pressure?	x		Needing to get things done in a certain period of time
Working rapidly for long periods?	x		When working short or alone or needing to help more on the floor
Working alone?	x		If sick, hurt, or weather conditions
Close work?		x	

Good vision (close/distance/peripheral & depth perc)		x	
Good color vision?		x	
Good hearing?	x		Listening for alarms, hearing resident for needs
Good speaking?	x		Communication skills
Reading?	x		Charting
Writing?	x		Charting, communication books
Simple arithmetic?		x	
Mathematics?		x	
Weighing and /or measuring?	x		Take weights of resident, weights of wheelchairs

The work environment where the job is carried out:			
Job environment:	YES	NO	% of Day Spent
Indoors	x		90%
Outdoors	x		10%
At a desk or bench	x		20% - 30%
In a car or truck		x	
In an office	x		20%-30%

Is the employee exposed to:			
Exposed to:	YES	NO	Describe if Yes
Bloodborne Pathogens/Infectious diseases?	x		Contact with residents
Chemicals/respiratory hazards?		x	
Noise?		x	
Dust, fumes & gases?	x		Cleaning products
Extreme heat or cold?	x		Going in and outdoors
Cramped areas?	x		Closets, and some residents rooms being small
Working close to electrical current?	x		Outlets, electronics
Other hazards?	x		Preventing falls and spills

Exposure Determination: For More Information: See Your Supervisor					
Category I		Category II		Category III	
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.	
YES	NO	YES	NO	YES	NO
x		x		x	

MENTAL DEMANDS:

Does the employee's job require:		
Activity	YES	NO
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	
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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: _____