**United Methodist Homes- Hilltop Campus**

**Job Description**

**Job Title: Service Assistant**

**Reports To:** Unit Coordinator/Unit Manager/Department Director/Assistant Department Director

**FLSA Status:** Non-exempt

**Prepared By:** Human Resources

**Summary:** Provide non-clinical services for residents such as transport, accompany to meals and activities, ensure environment is safe, respond to call lights, assist with other non-nursing duties as assigned.

**Essential Duties and Responsibilities include the following. Other duties may be assigned.**

- Transport residents to and from rooms, dining rooms, hallways and other areas in the facility.

- Accompany residents during meals and activities

- Answer call bells and report resident needs to nursing staff.

- Notify nursing staff of resident needs when observed.

- Assist in keeping hallways clear and free of excess clutter to keep environment safe.

- Report any unsafe conditions to nurse management.

- Report all incidents of suspected or potential resident abuse to Charge Nurse immediately.

- Will **not** administer any hands-on care to residents, including feeding, toileting, bathing,

administering drinks, or transferring.

- Make beds.

**Supervisory Responsibilities** This job has no supervisory responsibilities.

**Qualifications To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.**

**Education and/or Experience**

High school or GED.

**Language Skills**

Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to residents and/or family members, or employees of the organization.

**Certificates, Licenses, Registrations none required.**

**Physical Demands 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.**

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel; reach with hands and arms; stoop, kneel, crouch, sit, stand or crawl and talk or hear. The employee is frequently required to stand and walk. The employee is occasionally required to sit and climb or balance. The employee must occasionally lift and /or move up to 25 pounds, and infrequently lift and/or move up to 50 pounds.

**Or, if only monitoring doors:**

While performing the duties of this job, the employee is regularly required to stand, sit, walk,

talk and hear. The employee is occasionally required to stoop, kneel, crouch, or crawl. The employee might occasionally lift and /or move up to 25 pounds.

**Work Environment The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.**

While performing the duties of this job, the employee is frequently exposed to moving mechanical parts, fumes or airborne particles. The noise level in the work environment is usually moderate but may be high during periods of active construction. .

**Acknowledgement:** I have read this job description and fully understand the requirements of the position. I accept this position and agree to perform the identified essential functions in a safe manner and in accordance with the facility’s established procedures.

**Employee Name (Print): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Employee Signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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