



## JOB DESCRIPTION

**POSITION TITLE:** Licensed Practical Nurse (LPN)

**DEPARTMENT:** Nursing

**REPORTS TO:** Nurse Manager

**CLASSIFICATION:** Non-Exempt

**DATE:** January 2013; Rev-August 2017

**JOB CODE:** 212

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**PRIMARY RELATIONSHIPS:** Residents, families, physicians, consultants and all levels of staff.

**OBJECTIVE:** The Licensed Practical Nurse shall perform in accordance with state and local laws and within the guidelines of his/her professional organization. All functions shall be performed in accordance with the established policies and practices of the particular institution in which the LPN is performing his/her duties. The LPN is qualified by education, training, and experience and demonstrated abilities to give nursing care under the direction of a RN and to have the knowledge of the principles of psychological, biological and social sciences.

**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.

1. Graduate from an accredited school of nursing with current licensure as a Licensed Practical Nurse in the state of Florida.
2. Maintain a current CPR Certification.
3. Effective communicator with staff, families and outside agencies.
4. Ability to prioritize duties.
5. Customer service oriented with knowledge of successful customer service techniques.
6. Ability to understand residents' charts, doctor's orders, residents' plan of care, medication orders.
7. Must possess the ability to effectively gather clinical data in regards to resident status and condition.
8. Ability to utilize computers and other electronic devices for tasks such as timekeeping, in-servicing and documentation.
9. Maintain IV Certification if required in the state of practice.
10. Understanding of current Antibiotic Stewardship, Infection Prevention & Infection Control and OSHA guidelines.

**ESSENTIAL FUNCTIONS:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.



### **1. Nursing Unit Functions**

- a. Role models positive communication skills with all clinical staff, interdisciplinary team, customers, residents and families.
- b. Listen to shift report and keep open lines of communication with supervisor, co-workers and on-coming shift.
- c. Make rounds to residents to observe their physical and psychosocial status.
- d. Assign personnel appropriately to meet resident needs.
- e. Ensure that unit personnel and volunteers on your shift are carrying out their assignments.

### **2. Resident Care Functions**

- a. Maintains competence in all required skills within the facility.
- b. Treats and ensures that residents are treated with respect and dignity.
- c. Observes, records, and reports to supervisor regarding residents' conditions, reaction to drugs and treatments and significant events.
- d. Participates in resident care planning as assigned by the Director of Nursing.
- e. Immediately reports any suspected abuse or neglect per facility policy
- f. Perform nursing techniques for the comfort and well being of the resident.
- g. Administers prescribed medications and treatments per MD/Providers orders.
- h. Follows all shift routines, policy and procedures regarding monitoring of vital signs, weights, administration of medications and treatments.
- i. May administer professional services, such as catheterization, tube feedings, suctioning, applying/changing bandages, packs, colostomies and drainage bags. Provide range of motion exercises, end of life care/expired resident per scope of practice.
- j. Makes physician/providers calls to report resident change in condition and documents same.
- k. Keeps families updated on resident condition and documents same.
- l. Comply with acute emergency protocols and tasks involved.
- m. Follows all Advance Directives DNR/DNI/CPR/Gulf Coast Village protocols.

### **3. Charting and Documentation Functions:**

- a. Maintains all required documentation in an accurate and timely manner according to policies and procedures of the facility, including documentation of medications, treatments, restraints, psychotropic medications and skin condition.
- b. Contribute toward completing and updating resident's care plans, as directed by RN.
- c. Perform routine charting duties as required and in accordance with established charting and documentation policies and procedures.
- d. Accurately transcribes physician's orders as per facility protocol and forwards necessary information to other departments.
- e. Document and report all events that occur involving residents, visitors, and staff.
- f. Chart nurses' notes in an informative and descriptive manner that reflects the care provided as well as the resident response. Follows VOA/Gulf Coast Village Policies and Procedures.
- g. Provides ongoing data collection and completion of forms as necessary and as assigned.
- h. Ability to maneuver and utilize the Electronic Health Record for documentation.

### **4. Personnel Function**

- a. Attend nurses meetings as scheduled.
- b. Maintain a clean, safe and efficient work environment.



- c. Maintains continuing education requirements.
- d. Participate in employee performance evaluations, provide input into your shifts staffing requirements, and making recommendations to the Designee RN, DON, ADON or Nurse Manager concerning employee counseling etc.
- e. Participate in disciplinary action as requested by the immediate supervisor when the performance of personnel warrants such action per facility policy.
- f. Develop and maintain a good working relationship with inter-departmental personnel.
- g. Report occupational exposures to needlesticks, blood, body fluids, infectious materials, and hazardous chemicals in accordance with facility policy and procedures governing accidents and incidents.
- h. Attends required in-services and completes assigned on-line modules.

**5. Committee Functions**

- a. Serve on, participate in and attend various committees and meetings of the facility to enhance interdisciplinary process.

**6. Other duties as assigned.**

**Work Environment**

The work environment characteristics described here are representative of those an employee may encounter while performing the essential functions of this job. Reasonable accommodations may be made to enable individual with disabilities to perform the essential functions:

1. Exposure to blood, body tissue of fluids.
2. Exposure to hazardous waste materials, dust and loud or unpleasant noises.

**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 individual with disabilities to meet these demands:

1. Ability to endure prolonged walking, sitting, standing, use of pulling, bending, and stooping movements.
2. Ability to adapt to changes in daily work hours and schedule.
3. Ability to lift/carry a minimum of fifty (50) pounds.
4. Ability to push/pull more than fifty (50) pounds.
5. Ability to perform tasks which require arm-hand steadiness.
6. Ability to walk and stand for prolonged periods of time through duration of shift(s).
7. Ability to squat, climb stairs, reach above shoulders, twist, bend and kneel repeatedly through duration of shift(s).
8. Ability to see and interpret colors as in reading warning lights.
9. Ability to hear normal sounds within background noise.
10. Ability to speak clearly and make self understood.
11. Ability to keep attention on task if routinely interrupted.
12. Ability to understand a variety of concepts/approaches.



13. Ability to remember tasks/assignments for a full shift.
14. Ability to work beyond regularly scheduled shift (overtime) when necessary.

**Safe Work Performance Expectations**

The safety of employees, residents and visitors is of paramount importance to Volunteers of America/Gulf Coast Village. Our work place safety program will be incorporated as the standard of practice for this organization. Compliance with these safe work expectations will be required of all employees as a condition of employment. Our organization focus will hold all employees accountable for safety performance equal with quality and production expectations.

**Associates will be expected to:**

1. Follow correct policy and procedures for department and facility Fire/Disaster/Missing Person Plan. Know the location of fire alarms and extinguishers.
2. Follow correct policy and procedure for hand washing.
3. Follow guidelines for proper method of lifting.
4. All doorways, hallways and areas are to be kept clear.
5. Know the location and purpose of Safety Data Sheets (SDS).
6. Follow guidelines for department environment and safety measures.
7. Follow guidelines for safe handling, inspection, maintenance and storage of equipment. Report any malfunction of equipment.
8. Follow guidelines for safe handling and storage of chemicals and supplies.
9. Follow correct policy and procedure for reporting of incidents: staff, residents, etc.

**Job Functions**

Every effort has been made to identify the essential functions of this position. However, this job description in no way states or implies that these are the only duties you may be required to perform. The omission of specific descriptions of duties does not exclude them from the position if the work is similar, related or can be considered essential to this position.

**Acknowledgement**

I have read and understand this job description and fully understand the requirements set forth herein. I hereby accept the position of Licensed Practical Nurse (LPN) and agree to abide by the requirements set forth and to perform all duties and responsibilities to the best of my ability. I understand that my employment is at-will, and that this job description does not constitute an employment contract.

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Associate Signature

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Date

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Associate Signature

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Date



**Verbal Review**

I certify that this job description of \_\_\_\_\_ has been  
verbally reviewed with me by \_\_\_\_\_ on \_\_\_\_\_.

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Associate Signature



**Gulf Coast Village**  
 Position Description  
**REGISTERED NURSE (RN)**

<b>POSITION TITLE:</b>	Registered Nurse	<b>DEPARTMENT:</b>	Nursing
<b>FLSA:</b>	Non-exempt	<b>SUPERVISOR:</b>	DON / Nurse Manager
<b>SUPERVISES:</b>	LPN's and CNA's	<b>Revised:</b>	02/2017

**POSITION SUMMARY**

Provides general nursing care to residents in the skilled rehab and Care Center by performing the following duties listed below.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

**The following duties are normal for this position. This list is not to be construed as exclusive or all inclusive. Other duties may be required and assigned.**

- Explains procedures and treatments to resident to gain cooperation, understanding, and alleviate apprehension.
- Administers prescribed medications and treatments in accordance with approved nursing techniques. Notes time and amount on resident' charts. Knowledgeable of common action, usual dosage, and side effects. Documents on medication sheets, MARs and TARs.
- Prepares equipment and aids Physician during examination and/or treatment of resident.
- Maintains awareness of comfort and safety needs of resident.
- Observes resident, records significant conditions and reactions, and notifies supervisor or Physician of resident's condition and reaction to drugs, treatments, and significant incidents.
- Takes temperature, pulse, blood pressure, and other vital signs to detect deviations from normal and assess condition of resident.
- Responds to life saving situations based upon nursing standards, policies, procedures, and protocol.
- Documents nursing history and physical assessment for assigned residents.
- Initiates a resident education plan according to the individualized needs of the resident, as prescribed by Physician and/or hospital policy including resident and family instruction.
- Participates in department or unit quality improvement activities.
- May need to respond as appropriate to personal calls from the Independent Living Center. Duties in this setting may include but are not limited to providing First Aid, call emergency personnel (dial 911), and/or call family members at request of Independent Living residents.
- Maintains compliance to all personnel policies, established community policies and procedures, and Federal and State regulations and standards, including but not limited to HIPAA privacy and confidentiality laws.
- Completes pharmacy/nursing recommendations.
- Completes dietary recommendations.
- Monitor Dining areas/ hall trays during meal times.



- Processes Admission and Discharge paperwork.
- Conducts daily rounds to all residents in AL Neighborhood.
- Confirms and activates physician orders as prescribed.
- Other duties as assigned by the Clinical Manager

### **SUPERVISORY RESPONSIBILITIES**

- Provides supervision to LPN's, Certified Nursing Aides and other department associates as assigned to assure delivery of consistently high quality care to residents. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws.

### **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, skills, and abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.**

#### **Educational Requirements and Experience:**

- One to three years related experience and/or education; or equivalent combination of education and experience preferred.
- Registered Nurse license in good standing with applicable state.

#### **Knowledge, Skills and Abilities:**

- Language Ability:
  - Ability to communicate effectively in writing and verbally, speaking the primary language of the residents.
  - Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations.
  - Ability to read and interpret physician orders, reports, business correspondence, and procedure manuals.
  - Ability to effectively present information and respond to questions from managers, physicians, residents, and the general public.
- Mathematical Skills:
  - Ability to calculate figures and amounts such as dosages, fluid intake & output, accurate measurements, proportions, percentages, area, circumference, and volume.
  - Ability to apply concepts of basic algebra and geometry as needed to the delivery of medical services.
- Cognitive Demands:
  - Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
  - Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.



- Computer Skills:
  - Ability to use Microsoft Office, including Outlook, Word and Excel. Ability to use email and the Internet.
- Competencies:
  - Must demonstrate an interest in working with a senior population.
  - Provides leadership by exhibiting confidence in self and others; Inspires and motivates others to perform well.
  - Interacts with guests, residents and staff in a courteous and friendly manner.
  - Responds promptly to resident and visitor needs and assistance.
  - Supports organization's goals and values.
  - Balances team and individual responsibilities.

#### **ENVIRONMENTAL ADAPTABILITY**

- Works primarily indoors in a climate controlled setting.
- Team Members may be exposed to blood and/or body fluids with potential exposure to hazardous materials and infectious diseases.
- Possible exposure to unpleasant odors.
- Possible exposure to chemicals as identified in the SDS Manual.
- Continuous exposure to residents who are ill, confused, irritable and irrational.

#### **PHYSICAL REQUIREMENTS**

**The physical demands described below are representative of those that must be met by an individual 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 stand and walk. The employee is frequently required to use hands to finger, handle, or feel; reach with hands and arms and talk or hear. The employee is occasionally required to stoop, kneel, crouch, or crawl. The employee must regularly lift and /or move up to 50 pounds independently and up to 190 pounds with assistance of a second employee and/or mechanical devices. Must be able to push up to 350 lb. (wheelchair). The employee may occasionally be required to lift greater than 190 pounds with the assistance of additional staff and/or a mechanical lift. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision and depth perception.





**ACKNOWLEDGEMENT**

I have carefully read and understand the contents of this position description. I understand the responsibilities, requirements and duties expected of me. I understand that this is not necessarily an exhaustive list of responsibilities, skills, duties, requirements, efforts or working conditions associated with the position. While this list is intended to be an accurate reflection of the current position, the employer reserves the right to revise the functions and duties of the position or to require that additional or different tasks be performed as directed by the employer.

I understand that I may be required to work overtime, different shifts or hours outside the normally defined workday or workweek. I also understand that this position description does not constitute a contract of employment nor alter my status as an at-will Team Member. I have the right to terminate my employment at any time and for any reason, and the employer has a similar right.

\_\_\_\_\_  
Team Member's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor's Signature

\_\_\_\_\_  
Date

The employer is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the employer will provide reasonable accommodations to qualified individuals with disabilities and encourages prospective Team Members and incumbents to discuss potential accommodations with the employer.



## JOB DESCRIPTION

**POSITION TITLE:** Nursing Assistant (Certified, Registered or State Tested)

**DEPARTMENT:** Nursing

**REPORTS TO:** Nurse Manager

**CLASSIFICATION:** Non-Exempt

**DATE:** January 2013; Rev-August 2017

**JOB CODE:** 206

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**PRIMARY RELATIONSHIPS:** Residents, family members, clinical team and all levels of staff.

**OBJECTIVE:** The primary role of the Nursing Assistant is to provide assigned residents with routine daily nursing care in accordance with established facility nursing care procedures as directed by clinical supervisors. The Nursing Assistant reports any observed changes in resident condition as they occur. Performs routine resident care duties and tasks delegated by the registered nurse, licensed practical nurse or licensed therapist to meet the physical and psychosocial needs of residents. Provides services in a manner compliant with all state and federal regulations as well as with any applicable facility policies and procedures.

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

1. High school graduate or equivalent.
2. State approved nursing assistant course completion/certification, or enrollment in approved course per state guidelines.
3. Experience in the long-term care setting preferred.
4. Ability to safely perform the essential functions of the job without harm to self or others.
5. Ability to prioritize duties.
6. Ability to understand and follow work assignments.
7. Ability to work as part of a team.
8. Ability to utilize computers and other electronic devices for tasks such as timekeeping, in-servicing and documentation.

**ESSENTIAL FUNCTIONS:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. **Nursing Care Functions**

- a. Assists residents with personal cares, including bathing, dressing, grooming, oral hygiene, bed mobility, toileting and eating. Documents ADL'S appropriately.
- b. Follows all shift routines, policy and procedures regarding accurate performance of vital signs, weights, etc. Understands/supports Resident Bill of Rights.



- c. Serves meals and assists residents with eating. Records accurate food and fluid intake as assigned. Reports any chewing or swallowing difficulty to the nurse.
  - d. Assists the resident with the restorative nursing program including but not limited to, passive and active range of motion, ambulation with appropriate assistive devices and use of transfer belt.
  - e. Uses safety standards at all times in transfer gait of residents: (a) Uses 2 trained staff members for all mechanical lifts, gait belt and/or proper mechanical equipment for all transfers/ambulation of residents. (b) Uses proper body mechanics. (c) Ambulates/transfers residents per plan of care. (d) Positions residents to maintain body alignment per policy and procedure and plan of care.
  - f. Reports promptly to the nurse any changes in the resident condition.
  - g. Answers call lights promptly and determines residents' needs.
  - h. Neatly makes and changes bed linens.
  - i. Ensures that residents are clean, neatly dressed according to preference or age, and well-groomed.
  - j. Reports any indication of resident illness to the nurse. Completes Stop 'N' Watch forms on Point of Click or uses paper form.
  - k. Provides any information on changes in skin conditions to the nurse.
  - l. Follows standard precautions and works within OSHA guidelines. Follows infection prevention and infection control policy/procedure: (a) Follows resident skin care protocol. (b) Properly cleans and stores resident equipment. (c) Maintains sanitary conditions in common areas (e.g., tub rooms, dining areas, and hallways). (d) Follows basic principles of linen handling. (e) Follows principles of universal precautions. (f) Follows isolation precautions. (g) Reports any concern related to infection control to nurse.
  - m. Observe and report any noted changes in mental status to the nurse.
  - n. Report to charge nurse all incidents/accidents that occur involving employee, residents, and visitors.
  - o. Treats and ensures that residents are treated with respect and dignity. Shows respect for resident's right to confidentiality, dignity and privacy.
  - p. Immediately reports any suspected abuse or neglect per facility policy.
  - q. Remains aware and takes special precautions to ensure a clean and safe environment for residents and staff.
  - r. Reports any equipment malfunction to designated employee.
  - s. Completes miscellaneous tasks related to care of residents (e.g., transporting patients).
  - t. Reports to nurse prior to shift and at end of shift.
2. **Documentation**
- a. Accurately documents vital signs, weights, intake and output as delegated per facility protocol.
  - b. Utilizes electronic systems of documentation as required per facility policy.
3. **Personnel Functions**
- a. Attends designated nursing meetings as scheduled.
  - b. Develops and maintains a good working relationship with inter-departmental personnel.
  - c. Attends educational offerings and obtains at least twelve (12) hours of continuing education a year per state regulations.
  - d. Follows federal and state rules and regulations governing nursing facilities.



- e. Reports emergency situations immediately to nurse.
- f. Responds immediately to an emergency. This includes assisting with the evacuation of residents.



- g. Establishes and maintains respectful communication with all employees, residents and families.
  - h. Attends required in-services and completes assigned on-line modules.
  - i. Uses proper chain of command to communicate concerns.
  - j. Complete all assigned in-services and on-line modules.
4. **Committee Functions**
- a. Serves on, participates in and attends various committees and meetings of the facility to enhance interdisciplinary process.
  - b. Participates/supports activities of facility committees.
5. **Other duties as assigned or directed by nurse.**

### **Work Environment**

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

1. May be subjected to interruptions throughout the workday.
2. Exposure to blood, body tissue or fluids.
3. Exposure to hazardous waste materials, dust and loud or unpleasant noises.

### **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 meet these demands:

1. Ability to endure prolonged walking, sitting, standing, use of pulling, bending, and stooping movements.
2. Ability to adapt to changes in daily work hours and schedule.
3. Ability to lift/carry a minimum of fifty (50) pounds.
4. Ability to push/pull more than fifty (50) pounds.
5. Ability to perform tasks which require arm-hand steadiness.
6. Ability to walk and stand for prolonged periods of time through duration of shift(s).
7. Ability to squat, climb stairs, reach above shoulders, twist, bend and kneel repeatedly through duration of shift(s).
8. Ability to see and interpret colors as in reading warning lights.
9. Ability to hear normal sounds within background noise.
10. Ability to speak clearly and make self understood.
11. Ability to keep attention on task if routinely interrupted.
12. Ability to understand a variety of concepts/approaches.
13. Ability to remember tasks/assignments for a full shift.
14. Ability to work beyond regularly scheduled shift (overtime) when necessary.



**Safe Work Performance Expectations**

The safety of employees, residents and visitors is of paramount importance to Volunteers of America. Our work place safety program will be incorporated as the standard of practice for this organization. Compliance with these safe work expectations will be required of all employees as a condition of employment. Our organization focus will hold all employees accountable for safety performance equal with quality and production expectations.

**Employees will be expected to:**

1. Follow correct policy and procedures for department and facility Fire/Disaster/Missing Person Plan. Know the location of fire alarms and extinguishers.
2. Follow correct policy and procedure for hand washing.
3. Follow guidelines for proper method of lifting.
4. All doorways, hallways and areas are to be kept clear.
5. Know the location and purpose of Safety Data Sheets (SDS).
6. Follow guidelines for department environment and safety measures.
7. Follow guidelines for safe handling, inspection, maintenance and storage of equipment. Report any malfunction of equipment.
8. Follow guidelines for safe handling and storage of chemicals and supplies.
9. Follow correct policy and procedure for reporting of incidents.

**Job Functions**

Every effort has been made to identify the essential functions of this position. However, this job description in no way states or implies that these are the only duties you may be required to perform. The omission of specific descriptions of duties does not exclude them from the position if the work is similar, related or can be considered essential to this position.

**Acknowledgement**

I have read and understand this job description and fully understand the requirements set forth herein. I hereby accept the position of Nursing Assistant (Certified, Registered or State-Tested) and agree to abide by the requirements set forth and to perform all duties and responsibilities to the best of my ability. I understand that my employment is at-will, and that this job description does not constitute an employment contract.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employer Signature

\_\_\_\_\_  
Date

**Verbal Review**

I certify that this job description of \_\_\_\_\_ has been verbally reviewed with me by \_\_\_\_\_ on \_\_\_\_\_.



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Employee Signature



## Gulf Care Inc. Position Description

<b>POSITION TITLE:</b>	Utility Person	<b>DEPARTMENT:</b>	Dining Services
<b>FLSA:</b>	Non-Exempt	<b>SUPERVISOR:</b>	Executive Chef
<b>SUPERVISES:</b>	Not Applicable	<b>REVISED:</b>	08/23/2016

### Position Summary

Performs various kitchen cleaning and storage activities such as dish and pot washing, general kitchen cleaning, and the storing of food and non-food supplies.

### Essential Duties and Responsibilities

The following duties are normal for this position. This list is not to be construed as exclusive or all inclusive. Other duties may be required and assigned.

- Operates dishwashing machine to properly wash and sanitize all dishes, silverware, glasses, utensils, and cooking equipment
- Sets up and maintains dish and pot washing areas
- Cleans production equipment as needed or directed by supervisor
- Removes waste from building on a regular basis
- Maintains or exceed standards of appearance, cleanliness, hygiene, and health standards
- Follows daily and weekly cleaning schedules
- Practices all safety and loss prevention procedures
- Assists with food preparation and plating when necessary
- Attends all in-services as required
- Performs other duties as assigned by the Supervisor

### 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, skills, and abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### Educational Requirements and Experience

- High school diploma or equivalent preferred.
- Previous experience preferred.

### Knowledge, Skills and Abilities

#### Language Ability

- Ability to communicate effectively speaking the primary language of the residents.
- Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.

#### Cognitive Demands



- Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form
- Ability to deal with problems involving several concrete variables in standardized situations

**Competencies**

- Interacts with guests, residents and staff in a courteous and friendly manner
- Must demonstrate an interest in working with a senior population
- Ability to respond promptly to resident needs
- Supports organization's goals and values
- Balances team and individual responsibilities
- Ability to work flexible hours as needed

**Environmental Adaptability**

- Works primarily indoors in a climate controlled setting
- Possible exposure to extremely hot water
- Possible exposure to unpleasant odors
- Possible exposure to chemicals as identified in the MSDS Manual
- Continuous exposure to residents who are ill, confused, irritable and irrational

**Physical Requirements**

The physical demands described below are representative of those that must be met by an individual 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 is regularly required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms and talk or hear. The is frequently required to stoop, kneel, crouch, or crawl. The must regularly lift and /or move up to 25 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close and distant vision.

**Acknowledgement**

I have carefully read and understand the contents of this position description. I understand the responsibilities, requirements and duties expected of me. I understand that this is not necessarily an exhaustive list of responsibilities, skills, duties, requirements, efforts or working conditions associated with the position. While this list is intended to be an accurate reflection of the current position, the employer reserves the right to revise the functions and duties of the position or to require that additional or different tasks be performed as directed by the employer.

I understand that I may be required to work overtime, different shifts or hours outside the normally defined workday or workweek. I also understand that this position description does not constitute a contract of employment nor alter my status as an at-will employee. I have the right to terminate my employment at any time and for any reason, and the employer has a similar right.

\_\_\_\_\_  
Associate's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor's Signature

\_\_\_\_\_  
Date

The employer is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the employer will provide reasonable accommodations to qualified individuals with disabilities and encourages prospective employees and incumbents to discuss potential accommodations with the employer.



**Gulf Coast Village**  
**Position Description**  
**Licensed Practical Nurse (LPN)**

<b>POSITION TITLE:</b>	Licensed Practical Nurse	<b>DEPARTMENT:</b>	Nursing
<b>FLSA:</b>	Non-exempt	<b>SUPERVISOR:</b>	Clinical Manager
<b>SUPERVISES:</b>	Nurses Aides	<b>Revised:</b>	2/17/2016

**POSITION SUMMARY**

Provide prescribed direct medical treatment and primary nursing care in the community by performing the following duties:

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

**The following duties are normal for this position. This list is not to be construed as exclusive or all inclusive. Other duties may be required and assigned.**

- Greets and admits new residents.
- Interviews residents to determine medical problem/condition and documents in medical record. Obtains and records resident's vital signs and weight.
- Assists physician with resident examination as needed.
- Reviews physician's orders, lab requests, or follow-up needs with resident.
- Documents services performed for billing purposes.
- Observes residents and reports adverse reactions to medication, treatment or change of condition to physician, supervisor, and family members.
- Administers prescribed medications and treatments in accordance with approved nursing techniques. Notes time and amount on residents' charts. Knowledgeable of common action, usual dosage, and side effects.
- Assembles and uses such equipment as catheters, pressure relief equipment, and oxygen supplies.
- Collects samples for laboratory such as urine, and sputum, from residents. Performs routine tests on samples such as glucometer tests.
- Compliance - Participates in all in-service programs to expand and develop abilities. Maintains compliance to all personnel policies, established community policies and procedures, and Federal and State regulations and standards, including but not limited to HIPAA privacy and confidentiality laws. Understands and implements the Fire Safety and Disaster Preparedness Plan and evacuation procedures of the community during drills and actual emergencies.
- Prepares or examines food trays for prescribed diet and sets up/feeds resident as needed.
- Adheres to professional code of ethics.



- Adheres to facility policies, procedures and regulatory requirements.
- Follows up with residents, family and/or physician offices on lab results, including the scheduling of any additional tests.
- Coordinates referrals/appointments for residents and physician offices.
- May need to respond as appropriate to personal calls from the Independent Living Center. Duties in this setting may include but are not limited to providing First Aid, call emergency personnel (dial 911), and/or call family members at request of Independent Living residents
- Reports problems or complaints to Charge Nurse/Clinical Manager.
- Other duties as assigned by Supervisor.

### **SUPERVISORY RESPONSIBILITIES**

- Provides supervision to AL Certified Nursing Aides and assures delivery of consistently high quality care to residents. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws.

### **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, skills, and abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.**

#### **Educational Requirements and Experience:**

- One to two years related experience and/or education; or equivalent combination of education and experience.
- Licensed Practical Nurse license in good standing with applicable state.

#### **Knowledge, Skills and Abilities:**

- Language Ability:
  - Ability to communicate effectively in writing and verbally, speaking the primary language of the residents.
  - Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.
  - Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or Team Members of organization.
  - Able to verbalize effectively with physicians, residents, team members, or others.
- Mathematical Skills:
  - Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret graphs.



- Cognitive Demands:
  - Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.
- Computer Skills:
  - Ability to use Microsoft Office. Ability to use email and the Internet.
  - Ability to use AOD Software (EMR).
- Competencies:
  - Must demonstrate an interest in working with a senior population.
  - Provides leadership by exhibiting confidence in self and others; Inspires and motivates others to perform well.
  - Interacts with guests, residents and staff in a courteous and friendly manner.
  - Responds promptly to resident and visitor needs and assistance.
  - Supports organization's goals and values.
  - Balances team and individual responsibilities.

#### **ENVIRONMENTAL ADAPTABILITY**

- Works primarily indoors in a climate controlled setting.
- Team Members may be exposed to blood and/or body fluids with potential exposure to hazardous materials and infectious diseases.
- Possible exposure to unpleasant odors.
- Possible exposure to chemicals as identified in the SDS Manual.
- Continuous exposure to residents who are ill, confused, irritable and irrational.

#### **PHYSICAL REQUIREMENTS**

**The physical demands described below are representative of those that must be met by an individual 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 stand. The employee is frequently required to walk; use hands to finger, handle, or feel; reach with hands and arms and talk or hear. The employee is occasionally required to stoop, kneel, crouch, or crawl. The employee must frequently lift and/or move up to 50 pounds independently and up to 190 pounds with assistance of a second employee and/or mechanical devices. Must be able to push up to 350 lb. (wheelchair). The employee may occasionally be required to lift greater than 190 pounds with the assistance of additional staff and/or a mechanical lift. Specific vision abilities required by this job include close vision and distance vision.



**ACKNOWLEDGEMENT**

I have carefully read and understand the contents of this position description. I understand the responsibilities, requirements and duties expected of me. I understand that this is not necessarily an exhaustive list of responsibilities, skills, duties, requirements, efforts or working conditions associated with the position. While this list is intended to be an accurate reflection of the current position, The Employer reserves the right to revise the functions and duties of the position or to require that additional or different tasks be performed as directed by The Employer.

I understand that I may be required to work overtime, different shifts or hours outside the normally defined workday or workweek. I also understand that this position description does not constitute a contract of employment nor alter my status as an at-will Team Member. I have the right to terminate my employment at any time and for any reason, and The Employer has a similar right.

\_\_\_\_\_  
Team Member's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor's Signature

\_\_\_\_\_  
Date

The Employer is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, The Employer will provide reasonable accommodations to qualified individuals with disabilities and encourages prospective Team Members and incumbents to discuss potential accommodations with The Employer.



## Gulf Care Inc. Position Description

<b>POSITION TITLE:</b>	Server	<b>DEPARTMENT:</b>	Dining Services
<b>FLSA:</b>	Non-Exempt	<b>SUPERVISOR:</b>	Dining Room Supervisor
<b>SUPERVISES:</b>	Not Applicable	<b>Revised:</b>	2/17/2016

### **POSITION SUMMARY**

Takes menu offers from residents, guests and Team Member of the community. Serves and busses tables according to established guidelines.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

**The following duties are normal for this position. This list is not to be construed as exclusive or all inclusive. Other duties may be required and assigned.**

- Utilizes proper food handling and food service techniques.
- Take meal/drink orders and serves meals in a friendly and timely manner.
- Assures resident/guest is satisfied with their meals.
- Maintains knowledge of all specials and general description of all food items and explains to residents or guests.
- Maintain all side stations and dining areas using the “clean as you go” policy.
- Follow daily and weekly cleaning schedules.
- Assist with orientation and training of new food servers.
- Practice all safety and loss prevention procedures.
- Sets-up and cleans the Dining Room while maintaining or exceeding hospitality and service standards.
- Maintain or exceed standards of appearance, cleanliness, personal sanitation, and hygiene.
- Attend all in-services as required.
- Available to work flexible schedule that will include early mornings, evenings, weekends and Holidays.
- Other duties as assigned by the Supervisor.

### **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, skills, and**

**abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.**

- High school diploma or equivalent preferred.
- Previous experience in fine dining preferred.

### **Knowledge, Skills and Abilities:**

- Language Ability:
  - Ability to communicate effectively speaking the primary language of the residents.
  - Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.
- Cognitive Demands:
  - Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.
- Competencies:
  - Must demonstrate an interest in working with a senior population.
  - Interacts with guests, residents and staff in a courteous and friendly manner.
  - Ability to respond promptly to resident needs.
  - Supports organization's goals and values.
  - Balances team and individual responsibilities.
  - Ability to work flexible hours as needed.

### **ENVIRONMENTAL ADAPTABILITY**

- Works primarily indoors in a climate controlled setting
- Possible exposure to unpleasant odors
- Possible exposure to chemicals as identified in the MSDS Manual
- Continuous exposure to residents who are ill, confused, irritable and irrational

### **PHYSICAL REQUIREMENTS**

**The physical demands described below are representative of those that must be met by an individual 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 Team Member is regularly required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms and talk or hear. The Team Member is occasionally required to climb or balance; stoop, kneel, crouch, or crawl and taste or smell. The Team Member must regularly lift and /or move up to 25 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision and distance vision.

**ACKNOWLEDGEMENT**

I have carefully read and understand the contents of this position description. I understand the responsibilities, requirements and duties expected of me. I understand that this is not necessarily an exhaustive list of responsibilities, skills, duties, requirements, efforts or working conditions associated with the position. While this list is intended to be an accurate reflection of the current position, the employer reserves the right to revise the functions and duties of the position or to require that additional or different tasks be performed as directed by the employer.

I understand that I may be required to work overtime, different shifts or hours outside the normally defined workday or workweek. I also understand that this position description does not constitute a contract of employment nor alter my status as an at-will employee. I have the right to terminate my employment at any time and for any reason, and the employer has a similar right.

\_\_\_\_\_  
Team Member's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor's Signature

\_\_\_\_\_  
Date

The employer is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the employer will provide reasonable accommodations to qualified individuals with disabilities and encourages prospective employees and incumbents to discuss potential accommodations with the employer.





**Gulf Coast Village**  
Position Description

**Certified Nursing Assistant (CNA)**

<b>POSITION TITLE:</b>	Certified Nursing Assistant	<b>DEPARTMENT:</b>	Nursing
<b>FLSA:</b>	Non-exempt	<b>SUPERVISOR:</b>	Charge Nurse
<b>SUPERVISES:</b>	Not Applicable	<b>Revised:</b>	02/2017

**POSITION SUMMARY**

Provide care for residents under direction of nursing and medical staff, by performing the following duties.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

**The following duties are normal for this position. This list is not to be construed as exclusive or all inclusive. Other duties may be required and assigned.**

- Answers signal lights or bells to determine residents' needs.
- Bathes, dresses, and undresses residents.
- Serves food and assists residents requiring help eating.
- Transports residents or assists residents to walk.
- Turns and repositions bedfast residents, alone or with assistance, to prevent bedsores.
- Changes bed linens, runs errands, directs visitors, and answers telephone.
- Takes and records temperature, blood pressure, pulse and respiration rates, and food and fluid intake and output, as directed.
- Practices universal precautions and infection control.
- Keep resident's rooms tidy and orderly.
- Do resident laundry up to three (3) loads per week.
- Other duties as assigned by the Supervisor.

**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, skills, and abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.**

**Educational Requirements and Experience:**

- Certified Nurse's Aid certification in the appropriate State.



### **Knowledge, Skills and Abilities:**

- Language Ability:
  - Ability to communicate effectively speaking the primary language of the residents.
  - Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.
  - Ability to write routine reports and correspondence.
- Mathematical Skills:
  - Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.
- Cognitive Demands:
  - Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.
- Computer Skills:
  - Basic computer skills required.
- Competencies:
  - Must demonstrate an interest in working with a senior population.
  - Interacts with guests, residents and staff in a courteous and friendly manner.
  - Responds promptly to resident needs.
  - Supports organization's goals and values.
  - Balances team and individual responsibilities.

### **ENVIRONMENTAL ADAPTABILITY**

- Works primarily indoors in a climate controlled setting.
- Team Members may be exposed to blood and/or body fluids with potential exposure to hazardous materials and infectious diseases.
- Possible exposure to unpleasant odors.
- Possible exposure to chemicals as identified in the SDS Manual.
- Continuous exposure to residents who are ill, confused, irritable and irrational.

### **PHYSICAL REQUIREMENTS**

**The physical demands described below are representative of those that must be met by an individual 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 stand and walk. The employee is frequently required to use hands to finger, handle, or feel; reach with hands and arms and talk or hear. The employee is occasionally required to stoop, kneel, crouch, or crawl. The employee must regularly lift and /or move up to 50 pounds independently and up to 190 pounds with assistance of a second employee and/or mechanical devices. The employee must be able to push up to 350 lb. (wheelchair). The employee may occasionally be required to lift greater than 190 pounds with the assistance of additional staff and/or a mechanical lift. Specific vision abilities required by this job include close vision and distance vision.



**ACKNOWLEDGEMENT**

I have carefully read and understand the contents of this position description. I understand the responsibilities, requirements and duties expected of me. I understand that this is not necessarily an exhaustive list of responsibilities, skills, duties, requirements, efforts or working conditions associated with the position. While this list is intended to be an accurate reflection of the current position, the employer reserves the right to revise the functions and duties of the position or to require that additional or different tasks be performed as directed by the employer.

I understand that I may be required to work overtime, different shifts or hours outside the normally defined workday or workweek. I also understand that this position description does not constitute a contract of employment nor alter my status as an at-will Team Member. I have the right to terminate my employment at any time and for any reason, and the employer has a similar right.

\_\_\_\_\_  
Team Member's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor's Signature

\_\_\_\_\_  
Date

The employer is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the employer will provide reasonable accommodations to qualified individuals with disabilities and encourages prospective Team Members and incumbents to discuss potential accommodations with the employer.



## Gulf Care Inc. Position Description

<b>POSITION TITLE:</b>	Dietary Aide	<b>DEPARTMENT:</b>	Dining Services
<b>FLSA:</b>	Non-Exempt	<b>SUPERVISOR:</b>	Dining Services Director
<b>SUPERVISES:</b>	Not Applicable	<b>REVISED:</b>	2/17/2016

### **POSITION SUMMARY**

Provides food and tray delivery to the assisted living and/or skilled care center residents. Sets up and cleans dining room, maintaining or exceeding hospitality and service standards. Assures timely meal delivery and plate preparation.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

**The following duties are normal for this position. This list is not to be construed as exclusive or all inclusive. Other duties may be required and assigned.**

- Provides dining service to Residents, guests and family members as needed.
- Prepares trays and serves food according to menus and following therapeutic diet orders.
- Maintains or exceeds standards of appearance, cleanliness, hygiene, and health standards.
- Follows daily and weekly cleaning schedules.
- Restocks supplies as needed.
- Maintains all side stations and dining areas using the “clean as you go” policy.
- Keeps work areas clean and maintains sanitary conditions.
- Attends all in-services as required.
- Practices all safety and loss prevention procedures.
- Follows all policies and procedures relating to food service to meet or exceed community standards.
- Maintain ServSafe Certification.
- Busses soiled dishes for care center and AL dining areas.
- Must be available to work flexible schedule to include nights, holidays and weekend.
- Other duties as assigned by the Supervisor.

### **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, skills, and abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.**

### **Educational Requirements and Experience:**

- High school diploma or equivalent preferred.
- Previous experience preferred.
- Maintain ServSafe Certification

### **KNOWLEDGE, SKILLS, AND ABILITIES**

- Language Ability:
  - Ability to communicate effectively speaking the primary language of the residents.
  - Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.
- Cognitive Demands:
  - Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.
- Competencies:
  - Must demonstrate an interest in working with a senior population.
  - Interacts with guests, residents and staff in a courteous and friendly manner.
  - Ability to respond promptly to resident needs.
  - Supports organization's goals and values.
  - Balances team and individual responsibilities.
  - Ability to work flexible hours as needed.
  - Ability to perform tasks with frequent interruptions.

### **ENVIRONMENTAL ADAPTABILITY**

- Works primarily indoors in a climate controlled setting.
- Associates may be exposed to blood and/or body fluids with potential exposure to hazardous materials and infectious diseases.
- Possible exposure to unpleasant odors.
- Possible exposure to chemicals as identified in the MSDS Manual.
- Continuous exposure to residents who are ill, confused, irritable and irrational.

### **PHYSICAL REQUIREMENTS**

**The physical demands described below are representative of those that must be met by an individual 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 Associate is regularly required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms and talk or hear. The Associate is occasionally required to climb or balance; stoop, kneel, crouch, or crawl and taste or smell. The Associate must regularly lift and /or move up to 25 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision.

**ACKNOWLEDGEMENT**

I have carefully read and understand the contents of this position description. I understand the responsibilities, requirements and duties expected of me. I understand that this is not necessarily an exhaustive list of responsibilities, skills, duties, requirements, efforts or working conditions associated with the position. While this list is intended to be an accurate reflection of the current position, the employer reserves the right to revise the functions and duties of the position or to require that additional or different tasks be performed as directed by the employer.

I understand that I may be required to work overtime, different shifts or hours outside the normally defined workday or workweek. I also understand that this position description does not constitute a contract of employment nor alter my status as an at-will Associate. I have the right to terminate my employment at any time and for any reason, and the employer has a similar right.

\_\_\_\_\_  
Associate's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor's Signature

\_\_\_\_\_  
Date

The employer is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the employer will provide reasonable accommodations to qualified individuals with disabilities and encourages prospective Associates and incumbents to discuss potential accommodations with the employer.



## Gulf Coast Village Position Description

<b>POSITION TITLE:</b>	Floor Tech II	<b>DEPARTMENT:</b>	Housekeeping
<b>FLSA:</b>	Non-exempt	<b>SUPERVISOR:</b>	Housekeeping Supervisor
<b>SUPERVISES:</b>	Not Applicable	<b>Revised:</b>	2/17/2016

### **POSITION SUMMARY**

Provides a safe and clean environment for the residents, staff, and visitors to the community.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

**The following duties are normal for this position. This list is not to be construed as exclusive or all inclusive. Other duties may be required and assigned.**

- Cleans windows with and without the use of a ladder or telescopic pole.
- Shampoos carpet with a floor machine.
- Buffs floors with a floor machine.
- Strips and scrubs floors with a floor machine and a wet/dry vacuum.
- Mop floors with the use of a mop wringer and bucket.
- Moves furniture and appliances while using proper body mechanics.
- Hangs drapes with or without the use of a ladder.
- Unloads and stock supplies.
- Transports trash to dumpster.
- Flips and turns mattresses using proper body mechanics.
- Performs high dusting with or without the use of a ladder or telescopic pole.
- Cleans lights with or without the use of a ladder.
- Vacuums drapes with or without the use of a ladder.
- Cleans woodwork.
- Participates in In-service training.
- Other duties as assigned by Supervisor.

### **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, skills, and abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.**

### **Educational Requirements and Experience:**

- High School Diploma or Equivalent preferred but not required.
- 3 years experience required (desirable but not necessary).

### **Knowledge, Skills and Abilities:**

- Language Ability:
  - Ability to communicate effectively speaking the primary language of the residents.
  - Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.
- Cognitive Demands:
  - Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.
- Competencies:
  - Must demonstrate an interest in working with a senior population.
  - Interacts with guests, residents and staff in a courteous and friendly manner.
  - Ability to respond promptly to resident needs.
  - Supports organization's goals and values.
  - Balances team and individual responsibilities.
  - Ability to work flexible hours as needed.
  - Ability to perform tasks with frequent interruptions.
  - Service Vision, Courtesy, Attention to Detail, Responsiveness and Enthusiasm.

### **ENVIRONMENTAL ADAPTABILITY**

- Works primarily indoors in a climate controlled setting.
- Team Members may be exposed to blood and/or body fluids with potential exposure to hazardous materials and infectious diseases.
- Possible exposure to unpleasant odors.
- Possible exposure to chemicals as identified in the MSDS Manual.
- Continuous exposure to residents who are ill, confused, irritable and irrational.
- Collects all trash from outside areas and brings to dumpster.

### **PHYSICAL REQUIREMENTS**

**The physical demands described below are representative of those that must be met by an individual 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 Team Member is regularly required to stand; walk; use hands to finger, handle, or feel and reach with hands and arms. The Team Member is frequently required to climb or balance; stoop, kneel, crouch, or crawl. The Team Member is occasionally required to sit. The Team Member must regularly lift and /or move up to 10 pounds, frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision and color vision.



**ACKNOWLEDGEMENT**

I have carefully read and understand the contents of this position description. I understand the responsibilities, requirements and duties expected of me. I understand that this is not necessarily an exhaustive list of responsibilities, skills, duties, requirements, efforts or working conditions associated with the position. While this list is intended to be an accurate reflection of the current position, the employer reserves the right to revise the functions and duties of the position or to require that additional or different tasks be performed as directed by the employer.

I understand that I may be required to work overtime, different shifts or hours outside the normally defined workday or workweek. I also understand that this position description does not constitute a contract of employment nor alter my status as an at-will employee. I have the right to terminate my employment at any time and for any reason, and the employer has a similar right.

\_\_\_\_\_  
Team Member's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor's Signature

\_\_\_\_\_  
Date

The employer is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the employer will provide reasonable accommodations to qualified individuals with disabilities and encourages prospective employees and incumbents to discuss potential accommodations with the employer.



## Gulf Care Inc. Position Description

<b>POSITION TITLE:</b>	Cook	<b>DEPARTMENT:</b>	Dining Services
<b>FLSA:</b>	Non-Exempt	<b>SUPERVISOR:</b>	Executive Chef
<b>SUPERVISES:</b>	Not Applicable	<b>Revised:</b>	2/22/2016
		<b>Pay Brand</b>	

### **POSITION SUMMARY**

Prepares food that meets or exceeds hospitality and service standards of this community. Prepares all foods to meet quantity and deadline requirements. Able to effectively manage all food production in the absence of the Executive Chef.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

**The following duties are normal for this position. This list is not to be construed as exclusive or all inclusive. Other duties may be required and assigned.**

- Prepares food items using standardized recipes in a timely manner.
- Determines food and supplies needed and coordinate meal production with serving hours.
- Prepares all special dietary need as directed by the menus.
- Monitors all food items to see that at least the minimum guidelines for temperature, taste, and quality are upheld at all times.
- Ensures the proper preparation, portioning, and serving of foods as indicated on the menu cycle and standardized recipes. Tastes and prepares food to determine quality.
- Maintains or exceeds standards of appearance, cleanliness, hygiene, and health standards.
- Assists with orientation and training of new kitchen employees.
- Practices all safety and loss prevention procedures.
- Attends all in-services as required.
- Have a general understanding of Healthcare Regulations.
- Must be available to work flexible schedules to include nights, holidays and weekends.
- Maintains ServSafe Certification.
- Follows all local, state, and federal policies regarding food handling.
- Assists with proper documentation of temperature logs, taste panel forms, and cleaning schedules.
- Other duties as assigned by the Supervisor.

### **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, skills, and abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.**



### **Educational Requirements and Experience:**

- High school diploma or equivalent preferred.
- ServSafe Certification
- Previous experience in fine dining preferred.

### **Knowledge, Skills and Abilities:**

- Language Ability:
  - Ability to communicate effectively speaking the primary language of the residents.
  - Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.
- Cognitive Demands:
  - Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.
- Competencies:
  - Must demonstrate an interest in working with a senior population.
  - Interacts with guests, residents and staff in a courteous and friendly manner.
  - Ability to respond promptly to resident needs.
  - Supports organization's goals and values.
  - Balances team and individual responsibilities.
  - Ability to work flexible hours as needed.

### **ENVIRONMENTAL ADAPTABILITY**

- Works primarily indoors.
- Possible exposure to high heat and cold temperatures.
- Possible exposure to unpleasant odors.
- Possible exposure to chemicals as identified in the MSDS Manual.
- Continuous exposure to residents who are ill, confused, irritable and irrational.

### **PHYSICAL REQUIREMENTS**

**The physical demands described below are representative of those that must be met by an individual 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 Team Member is regularly required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms; talk or hear and taste or smell. The Team Member is occasionally required to climb or balance and stoop, kneel, crouch, or crawl. The Team Member must regularly lift and /or move up to 25 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision.



**ACKNOWLEDGEMENT**

I have carefully read and understand the contents of this position description. I understand the responsibilities, requirements and duties expected of me. I understand that this is not necessarily an exhaustive list of responsibilities, skills, duties, requirements, efforts or working conditions associated with the position. While this list is intended to be an accurate reflection of the current position, the employer reserves the right to revise the functions and duties of the position or to require that additional or different tasks be performed as directed by the employer.

I understand that I may be required to work overtime, different shifts or hours outside the normally defined workday or workweek. I also understand that this position description does not constitute a contract of employment nor alter my status as an at-will employee. I have the right to terminate my employment at any time and for any reason, and the employer has a similar right.

\_\_\_\_\_  
Team Member's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor's Signature

\_\_\_\_\_  
Date

The employer is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the employer will provide reasonable accommodations to qualified individuals with disabilities and encourages prospective employees and incumbents to discuss potential accommodations with the employer.

## **Home Health Physical Therapist**

### **Gulf Coast Village**

### **Cape Coral, FL**

### **PRN**

#### **HOME HEALTH PT PRN. MUST HAVE HOME HEALTH EXPERIENCE.**

**PRIMARY RELATIONSHIPS:** Nursing staff, Social Services, Associated Therapies, Auxiliary Departments, Department Heads, and Family Members. May supervise physical therapy assistants, physical therapy aides and assists nursing with training of restorative aides. Coordinates with members of other departments, committee members and other staff in Physical Therapy Department.

**OBJECTIVE:** The Physical Therapist evaluates and treats clients, communicates with families, physicians and other health team members and maintains appropriate documentation of services complying with State and Federal regulations.

**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.

- Graduate from a physical therapy curriculum approved by the American Physical Therapy Association and is currently licensed in the state in which working as a Physical Therapist.
- A minimum of one year experience as a physical therapist preferably in a long-term care facility.
- Florida Professional License, Clear / Active
- Able to understand medical terminology and how it applies to physical therapy, to communicate with clients, staff, physicians, and to prepare meaningful reports.
- Spatial and form perception are necessary to visualize anatomical structure of the disabled part of the body and the relation to therapeutic devices in remedial actions.
- Coordination and dexterity are necessary when treating clients and handling therapeutic equipment.
- Ability to communicate with clients to establish favorable attitude and to motivate the clients to desired cooperation and effort in his/her rehabilitation development.
- Possesses adequate strength and endurance to meet the physical demands involved in moving clients and equipment into position for treatment and in manipulating equipment and clients.
- Be willing to work Saturdays and to travel to other Volunteers of America Care Centers.
- If operating company vehicle you must be twenty-one (21) years of age and meet the MVR organization standards.
- Interested in geriatric rehabilitation.

- Be compliant with the ethics and standards of practice as adopted by the American Physical Therapy association.
- Ability to utilize computers and other electronic devices for tasks such as timekeeping, in-servicing and documentation.

**ESSENTIAL FUNCTIONS:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Assesses the rehabilitation needs of the clients and informs the physicians and nursing staff of those needs within twenty-four (24) hours of physician referral or the next working day.
- Plans a total program of rehabilitation for the clients in coordination with the facility staff, in order to help the clients achieve and maintain their potential abilities and independence in activities of daily living. Develop effective treatment plans and obtain approval for services from referring physician and third party payors.
- Plans, coordinates, implements, and evaluates the physical therapy programs offered by the department.
- Provides physical therapy to the clients upon the written order of the attending physician and specifically:
  - Evaluates each client and initiates any ordered treatment(s).
  - Maintains a line of communication with appropriate agencies for prior and continuing authorization of therapy treatment.
  - Communicates a report regarding the clients' progress to attending physician.
  - Consults with the physician regarding clients' change of condition as indicated during the course of treatment.
  - Re-evaluates the client in conjunction with the attending physician.
  - Supervises the operation of physical therapy services to ensure an acceptable level of performance from assistants and support

staff

- Prepares and maintains treatment records with progress notes and observations, including:
  - Physician's orders.
  - Objectives of treatments.
  - Plan of care.
  - Treatment procedure(s) and baseline clinical data.
  - Evaluation of progress and client's response to treatment.
  - Other pertinent information as required by facility's policies.
- Supervise physical therapy assistants and/or physical therapy aides in direct client care and client-related activities as necessary.
- Participates in client care planning conferences, on all initial conferences, on those conferences for clients on physical therapy programs, and when requested by nursing for specific clients.

- Communicate with Director of Rehabilitation, Director of Clinical Services and other health team members regarding client progress, problems and plans.
- Participate as a member of the interdisciplinary team.
- Teaches appropriate physical therapy procedures and supportive activities to clients, family members (as needed), and other health care personnel who share responsibility for clients care in a variety of settings.
- Secure necessary durable medical equipment for clients in restorative and maintenance programs as applicable.
- Assists in ensuring that physical therapy services are provided on a continuous basis without interruption. This includes assists in securing personnel if regular employee is absent due to vacation, sickness, leave of absence, or other reason, (excluding Holidays).
- Participates in the maintenance of equipment and supplies, and evaluates and notifies Director of Rehabilitation and Director of Clinical Services, on a continuing basis, of the condition of therapy equipment.
- Maintain proper documentation according to state, federal and third party payor regulations.
- Maintain proper records according to facility policy and procedures.
- Comply with the Physical Therapy Practice Act in the state.
- Attends required in-services & completes assigned on-line modules.
- Performs other duties or special assignments as directed by the Director of Rehabilitation or Director of Clinical Services.

## **Work Environment**

The work environment characteristics described here are representative of those an employee may encounter while performing the essential functions of this job. Reasonable accommodations may be made to enable individual with disabilities to perform the essential functions:

- Interacts with staff, consultants and outside vendors.
- May be subjected to interruptions throughout the workday.
- Exposure to blood, body tissue or fluids.
- Exposure to hazardous waste materials, dust and loud or unpleasant noises.

## **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 individual with disabilities to meet these demands:

- Employee needs ability to move continuously; may cover large distances walking through facility and is on feet consistently.
- Vision requirements include both near and far vision.
- Frequently required to bend, stoop, reach, crouch, twist, kneel, push and pull; occasionally required to climb, crawl, and balance.
- Frequent sitting or standing.
- Frequent repetitive pushing, pulling, grasping and fine manipulation.

- Frequent client handling.
- Occasional lifting from floor.
- Employee is required to frequently lift up to fifty (50) pounds.
- At times may be required to drive automotive equipment.

### **Safe Work Performance Expectations**

The safety of employees, clients and visitors is of paramount importance to Volunteers of America. Our work place safety program will be incorporated as the standard of practice for this organization. Compliance with these safe work expectations will be required of all employees as a condition of employment. Our organization focus will hold all employees accountable for safety performance equal with quality and production expectations.

#### **Employees will be expected to:**

- Follow correct policy and procedures for department and facility Fire/Disaster/Missing Person Plan. Know the location of fire alarms and extinguishers.
- Follow correct policy and procedure for hand washing.
- Follow guidelines for proper method of lifting.
- All doorways, hallways and areas are to be kept clear.
- Know the location and purpose of Safety Data Sheets (SDS).
- Follow guidelines for department environment and safety measures.
- Follow guidelines for safe handling, inspection, maintenance and storage of equipment. Report any malfunction of equipment.
- Follow guidelines for safe handling and storage of chemicals and supplies.
- Follow correct policy and procedure for reporting of incidents: staff, clients, etc.

EOE M/F/Vets/Disabled





## Gulf Coast Village Position Description

<b>POSITION TITLE:</b>	Home Care Aide/C.N.A	<b>DEPARTMENT:</b>	Home Care
<b>FLSA:</b>	Non-exempt	<b>SUPERVISOR:</b>	Home Care Administrator
<b>SUPERVISES:</b>	Not Applicable	<b>Revised:</b>	3/2/2018

### **POSITION SUMMARY**

Provides personal care services under the direction of the Administrator of Home Care. The Home Health Aide/C.N.A. is assigned specific clients by the administrator or other appropriate professionals and performs services for clients as necessary to maintain their personal comfort.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

**The following duties are normal for this position. This list is not to be construed as exclusive or all inclusive. Other duties may be required and assigned.**

- Performs personal care activities, per written assignment, included but not limited to:
  - Bathing
  - Shampooing
  - Skin Care
  - Oral Hygiene
  - Shaving
  - Dressing
  - Transfers
  - Medication Reminders
  - Feeding
  
- Performs household services essential to health care at home, including but not limited to:
  - Meal preparation
  - Laundry
  - Light Housekeeping
  
- Reports any observed or reported changes in the client's condition and or needs to the administrator, or the on call staff member.
  
- Documents services provided and complete the forms required for the client's records.
  
- Promotes personal safety and a safe environment for clients by observing infection control practices, following agency guidelines, and reporting unsafe situations to the administrator or on call staff member.
  
- Demonstrates safe practice in the use of the equipment. Does not use equipment until orientation has been provided.



- Communicates effectively with all member so the interdisciplinary team.
- Maintains confidentiality in all aspects of the job.
- Participates in required in-services to meet compliance requirements for CNA/HHA license.
- Performs other related duties and responsibilities deemed necessary.

## **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, skills, and abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.**

### **Educational Requirements and Experience:**

- Successful completion of a formal certification training program that has a minimum of 75 hours.
- Be at least eighteen (18) years of age.
- Minimum of (6) months' work experience in a supervised setting, preferably health care facility.
- Demonstrates the ability to read, write and follow a written plan of care.
- Good interpersonal skills.
- Current driver's license, good driving record and reliable transportation and car insurance.
- Current CPR Certification.

## **ENVIRONMENTAL ADAPTABILITY**

- Works primarily indoors in a climate controlled setting and/or in patients homes.
- Team Members may be exposed to blood and/or body fluids with potential exposure to hazardous materials and infectious diseases.
- Possible exposure to unpleasant odors.
- Possible exposure to chemicals as identified in the MSDS Manual.
- Continuous exposure to patients who are ill, confused, irritable and irrational.

## **PHYSICAL REQUIREMENTS**

**The physical demands described below are representative of those that must be met by an individual 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 stand, walk, and climb stairs. The employee is frequently required to use hands to finger, handle, or feel; reach with hands and arms and talk or hear. The employee is occasionally required to stoop, kneel, crouch, or crawl. The employee must regularly lift and /or move up to 50 pounds independently and up to 190 pounds with assistance of a second



employee and/or mechanical devices. The employee must be able to push up to 350 lb. (wheelchair). Specific vision abilities required by this job include close vision, recognize colors and distance vision.

**ACKNOWLEDGEMENT**

I have carefully read and understand the contents of this position description. I understand the responsibilities, requirements and duties expected of me. I understand that this is not necessarily an exhaustive list of responsibilities, skills, duties, requirements, efforts or working conditions associated with the position. While this list is intended to be an accurate reflection of the current position, the employer reserves the right to revise the functions and duties of the position or to require that additional or different tasks be performed as directed by the employer.

I understand that I may be required to work overtime, different shifts or hours outside the normally defined workday or workweek. I also understand that this position description does not constitute a contract of employment nor alter my status as an at-will Team Member. I have the right to terminate my employment at any time and for any reason, and the employer has a similar right.

\_\_\_\_\_  
Team Member's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor's Signature

\_\_\_\_\_  
Date

The employer is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the employer will provide reasonable accommodations to qualified individuals with disabilities and encourages prospective Team Members and incumbents to discuss potential accommodations with the employer.



## Gulf Coast Village Position Description

<b>POSITION TITLE:</b>	Live in Home Care Aide	<b>DEPARTMENT:</b>	Home Care
<b>FLSA:</b>	Non-exempt	<b>SUPERVISOR:</b>	Home Care Administrator
<b>SUPERVISES:</b>	Not Applicable	<b>Revised:</b>	05/12/2020

### **POSITION SUMMARY**

Provides personal care services under the direction of the Administrator of Home Care. The Home Health Aide/C.N.A. is assigned specific clients by the administrator or other appropriate professionals and performs services for clients as necessary to maintain their personal comfort. The Home Health Aide/C.N.A. is a full time position and will reside within the client's residence for 3 to 5 days per week.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

**The following duties are normal for this position. This list is not to be construed as exclusive or all inclusive. Other duties may be required and assigned.**

- Performs personal care activities, per written assignment, included but not limited to:
  - Bathing
  - Shampooing
  - Skin Care
  - Oral Hygiene
  - Shaving
  - Dressing
  - Personal Hygiene assistance
  - Transfers
  - Medication Reminders
  - Feeding
  - Errands
  - Accompaniment to appointments
  - Companionship
  
- Performs household services essential to health care at home, including but not limited to:
  - Meal preparation
  - Laundry
  - Housekeeping
  
- Reports any observed or reported changes in the client's condition and or needs to the administrator, or the on call staff member.
  
- Documents services provided and complete the forms required for the client's records.



- Promotes personal safety and a safe environment for clients by observing infection control practices, following agency guidelines, and reporting unsafe situations to the administrator or on call staff member.
  - Demonstrates safe practice in the use of the equipment. Does not use equipment until orientation has been provided.
  - Communicates effectively with all member so the interdisciplinary team.
  - Maintains confidentiality in all aspects of the job.
  - Participates in required in-services to meet compliance requirements for CNA/HHA license.
  - Performs other related duties and responsibilities deemed necessary.
  - Home Health Aides may be assigned to two clients simultaneously at times. Clients who receive services under our “Couples” service must meet the following criteria they live in the same residence and service can be provided safely for two people at the same time.
- The scope of practice of a home health aide for a couple is the same as for an individual person and care plans will be prepared for each client as individuals.

## **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, skills, and abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.**

### **Educational Requirements and Experience:**

- Successful completion of a formal certification training program that has a minimum of 75 hours.
- Be at least eighteen (18) years of age.
- Minimum of (6) months’ work experience in a supervised setting, preferably health care facility.
- Demonstrates the ability to read, write and follow a written plan of care.
- Good interpersonal skills.
- Current driver’s license, good driving record and reliable transportation and car insurance.
- Current CPR Certification.

## **ENVIRONMENTAL ADAPTABILITY**

- Works primarily indoors in a climate controlled setting and/or in patients homes.
- Team Members may be exposed to blood and/or body fluids with potential exposure to hazardous materials and infectious diseases.
- Possible exposure to unpleasant odors.
- Possible exposure to chemicals as identified in the MSDS Manual.
- Continuous exposure to patients who are ill, confused, irritable and irrational.



**PHYSICAL REQUIREMENTS**

**The physical demands described below are representative of those that must be met by an individual 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 stand, walk, and climb stairs. The employee is frequently required to use hands to finger, handle, or feel; reach with hands and arms and talk or hear. The employee is occasionally required to stoop, kneel, crouch, or crawl. The employee must regularly lift and /or move up to 50 pounds independently and up to 190 pounds with assistance of a second employee and/or mechanical devices. The employee must be able to push up to 350 lb. (wheelchair). Specific vision abilities required by this job include close vision, recognize colors and distance vision.

**ACKNOWLEDGEMENT**

I have carefully read and understand the contents of this position description. I understand the responsibilities, requirements and duties expected of me. I understand that this is not necessarily an exhaustive list of responsibilities, skills, duties, requirements, efforts or working conditions associated with the position. While this list is intended to be an accurate reflection of the current position, the employer reserves the right to revise the functions and duties of the position or to require that additional or different tasks be performed as directed by the employer.

I understand and am in agreement that I am to be given eight consecutive hours of uninterrupted sleep per 24hr period. I understand that I will be provided with either a room with a bed or a pull out couch in client's living space to sleep in. I also will be provided with three one hour meal breaks. I acknowledge that these 11 hours of free time will go unpaid. Any interruption of this time will be documented/reported to supervisors and paid.

I understand that I may be required to work overtime, different shifts or hours outside the normally defined workday or workweek. Compensation for these services will be designated at a flat rate per day worked with overtime provided as required. I also understand that this position description does not constitute a contract of employment nor alter my status as an at-will Team Member. I have the right to terminate my employment at any time and for any reason, and the employer has a similar right.

\_\_\_\_\_  
Team Member's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor's Signature

\_\_\_\_\_  
Date



The employer is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the employer will provide reasonable accommodations to qualified individuals with disabilities and encourages prospective Team Members and incumbents to discuss potential accommodations with the employer.

Home Health Aides may be assigned to two clients simultaneously at times. Clients who receive services under our “Couples” service must meet the following criteria they live in the same residence and service can be provided safely for two people at the same time.

The scope of practice of a home health aide for a couple is the same as for an individual person and care plans will be prepared for each client as individuals.