

MICHIGAN CIVIL SERVICE COMMISSION
JOB SPECIFICATION

RESIDENT CARE AIDE

JOB DESCRIPTION

Employees in this job provide direct care and nursing services to residents and prisoners in state residential, healthcare, educational, and correctional facilities.

Position Code Title - Resident Care Aide-E

Resident Care Aide 6

This is the entry level. The employee performs a range of Resident Care Aide assignments while learning the methods of the work.

Resident Care Aide 7

This is the intermediate level. The employee performs an expanding range of Resident Care Aide assignments in a developing capacity.

Resident Care Aide E8

This is the experienced level. The employee performs a full range of Resident Care Aide assignments and uses independent judgement to make decisions in specific work situations.

Position Code Title - Resident Care Aide-A

Resident Care Aide 9

This is the advanced level. The employee functions as a lead worker overseeing the work of lower-level Resident Care Aides and performing experienced level Resident Care Aide assignments; or as a senior worker performing the most complex Resident Care Aide assignments.

NOTE: Employees can progress to the experienced level based on satisfactory performance and possessing required experience.

JOB DUTIES

NOTE: Listed job duties are typical examples of work of positions in this classification. Not all duties assigned to every position are included, nor will all positions be assigned every duty. The general description of job duties does not authorize performance contrary to any state or federal licensing or certification requirements.

Serves as a member of the treatment team and assists in implementing and creating training and rehabilitation care plans.

Monitors residents' or prisoners' whereabouts and activities to ensure safety.

Attends to the personal care needs of residents or prisoners.

Monitors and reports aggressive or disruptive behavior.

Maintains records on residents' or prisoners' activities and behavior.

Provides nursing care assistance for residents or prisoners including taking and recording vital signs, collecting and labeling specimens, applying cold packs and non-medicated topical treatments, and range of motion treatments as ordered by registered nurse or physician.

Interacts with residents or prisoners at mealtimes, feeds residents or prisoners who need assistance; and maintains records on food and liquid intake.

Assists residents or prisoners into and out of wheelchairs, beds, and other equipment.

Transports and accompanies residents or prisoners and ensures their safety and proper conduct.

Discusses resident or prisoner progress and care plans with treatment team members and family members.

Performs light housekeeping tasks such as sweeping, mopping, disinfecting wheelchairs and equipment, and emptying trash.

Makes beds and changes bed linens; operates washing machines and clothes dryers; sorts, folds and distributes laundry.

Sets up and administers medications, as directed by professional medical staff.

Monitors residents in seclusion who are likely to be physically abusive to others or self-abusive.

Attends in-service training programs.

Maintains required patient records and prepares reports related to the work.

Performs related work and other tasks as assigned.

Additional Job Duties

Resident Care Aide 9 (Lead Worker)

Assigns work to lower-level Resident Care Aides.

Instructs and trains in proper work methods and processes.

Reviews job performance by observing and critiquing work techniques and completed assignments.

Resident Care Aide 9 (Senior Worker)

Regularly performs the most complex and difficult assignments in the work area.

JOB QUALIFICATIONS

Knowledge, Skills, and Abilities

NOTE: Some knowledge is required at the entry level, developing knowledge is required at the intermediate level, and considerable knowledge is required at the experienced level.

Knowledge of the rights of residents or prisoners.

Knowledge of resident or prisoner care techniques, and methods.

Knowledge of equipment, procedures and methods for implementing resident or prisoner care program objectives.

Knowledge of medications and treatments used in resident or prisoner care.

Knowledge of physical, mental, and behavioral characteristics of residents or prisoners.

Ability to successfully complete in-service training.

Ability to establish and maintain appropriate relationships and interactions with residents or prisoners.

Ability to observe, evaluate, and record conditions, reactions and changes in the physical and mental conditions of residents or prisoners.

Ability to maintain appropriate attitude and conduct necessary to the welfare of residents or prisoners.

Ability to prepare and maintain records related to the work.

Ability to communicate effectively.

Ability to operate a motor vehicle.

Additional Knowledge, Skills, and Abilities

Resident Care Aide 9 (Lead Worker)

Ability to train and oversee the work of others.

Ability to prioritize, organize, and coordinate the work of the unit.

Resident Care Aide 9 (Senior Worker)

Ability to perform the most complex and difficult assignments in the work area.

Working Conditions

Jobs require an employee to work directly with residents and prisoners in state residential, healthcare, educational, and correctional facilities.

Jobs requires direct contact with residents or prisoners.

Some jobs require an employee to work in adversarial situations or a hostile environment.

Some jobs require an employee to be exposed to disease and illness.

The employee may be assigned to work any day of the week or on any shift.

Physical Requirements

The job duties require the employee to handle the physical demands of the work including lifting and positions patients, and using behavioral management techniques.

The job duties require an employee to work under stressful conditions.

Education

Education typically acquired through completion of high school.

Experience

Resident Care Aide 6

No specific type or amount is required.

Resident Care Aide 7

One year of experience equivalent to a Resident Care Aide.

Resident Care Aide E8

Two years of experience equivalent to a Resident Care Aide, including one year equivalent to a Resident Care Aide 7.

Resident Care Aide 9

Three years of experience equivalent to a Resident Care Aide, including one year equivalent to a Resident Care Aide E8.

NOTE: Civil Service can individually evaluate equivalent combinations of education and experience providing required knowledge, skills, and abilities to qualify.

Special Requirements, Licenses, and Certifications

See individual position descriptions.

JOB CODE, POSITION TITLES AND CODES, AND COMPENSATION INFORMATION

Job Code

RESCARADE

Job Code Description

RESIDENT CARE AIDE

Position Title

Resident Care Aide-E

Resident Care Aide-A

Position Code

RCARADEE

RCARADEA

Pay Schedule

U11-011

U11-013

RS

04/13/2025