

**MICHIGAN CIVIL SERVICE COMMISSION
JOB SPECIFICATION**

RESIDENT CARE AIDE

JOB DESCRIPTION

Employees in this job provide services to residents in health care and educational facilities and prisoners in correctional medical units or correctional medical clinics by maintaining a clean and safe environment, providing nursing assistance, working with residents or prisoners to carry out specific plans of care, and maintaining related records. Employees provide direct care services to residents or prisoners with physical or mental disabilities in facilities providing 24-hour care.

There are three classifications in this job.

Position Code Title - Resident Care Aide-E

Resident Care Aide 6

This is the entry level. The employee works in a trainee capacity, receiving on-the-job training, and receives close supervision while performing resident care aide services.

Resident Care Aide 7

This is the intermediate level. The employee works in a developing capacity with increased responsibility for providing a range of resident care aide services.

Resident Care Aide E8

This is the experienced level. The employee performs a full range of resident care aide assignments and uses judgement in making decisions where alternatives are determined by established policies and procedures.

NOTE: Employees generally progress through this series to the experienced level based on satisfactory performance and possession of the required experience.

JOB DUTIES

NOTE: The job duties listed are typical examples of the work performed by positions in this job classification. Not all duties assigned to every position are included, nor is it expected that all positions will be assigned every duty.

Participates as a member of the treatment team in implementing and creating training and rehabilitation care plans by conducting appropriate interpersonal communications, using behavior modification techniques, serving as a role model, and encouraging development of self help skills in language use and daily living activities.

Makes visual observation of area to ensure residents' or prisoners' whereabouts and safety, and monitors activities.

Attends to the personal care needs of residents or prisoners: bathing, hair care, nail care, shaving, diapering, toileting, dressing, oral hygiene, etc.

May control aggressive or disruptive behavior.

Keeps required records on residents' or prisoners' activities and behavior, physical condition, and reactions to medication and treatment, based on observation.

Provides a variety of services to assist in carrying out the nursing care plan for residents or prisoners which may include: taking and recording vital signs, collecting and labeling specimens, applying cold packs and topical treatments, giving massage and range of motion treatments, etc.

Interacts with residents or prisoners at mealtimes, feeding 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 to appointments on and off facility grounds.

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

Performs light housekeeping tasks such as sweeping, emptying ash trays, mopping up spills, disinfecting wheelchairs, making beds, mopping floors, throwing out trash, etc.

Changes bed linens; operates washing machines and clothes dryers; sorts, folds and puts away clothing.

As delegated by licensed professional staff, sets up and administers medications.

Schedules and participates with residents or prisoners in recreational and therapeutic activities on and off facility grounds.

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

Makes deposits and withdrawals to assist patients in maintaining personal accounts.

Orders clothing and other personal items for residents or prisoners.

Attends in-service training programs.

Cares for and trains residents, prisoners, patients, students, members, or others as directed.

Performs related work as assigned.

JOB QUALIFICATIONS

Knowledge, Skills, and Abilities

NOTE: Some knowledge in the area listed 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 basic resident or prisoner care techniques and methods.

Knowledge of procedures for implementing resident or prisoner care program objectives.

Knowledge of equipment used in resident or prisoner care.

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 appropriate relationships and to get along well 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 create and maintain records and write brief reports.

Ability to communicate effectively.

Ability to handle the physical demands of the work including lifting and positioning patients, walking, use of restraints, and aggressive behavior management practices.

Working Conditions

This job requires an employee to work in health care and educational facilities including psychiatric hospitals, centers for the developmentally disabled, veterans' hospitals, school for the deaf, correctional medical units, or correctional medical clinics.

The job requires direct contact with residents or prisoners.

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

Physical Requirements

Job duties require an employee to handle the physical demands of the work including lifting and restraining residents or prisoners.

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.

Special Requirements, Licenses, and Certifications

Employees may be required to participate in in-service training courses and to satisfactorily complete the course work.

Some positions are assigned job duties that may require possession of a valid State of Michigan Driver's license.

Some positions are assigned job duties that may require possession of the Commercial Driver's License (CDL) issued by the Secretary of State as required by Public Act 346 of 1988 to operate a designated state vehicle.

Some positions may require Competency Evaluated Nurse Aide (CENA) certification to be eligible for employment.

Positions at the school for the deaf require the ability to communicate using American Sign Language.

NOTE: Equivalent combinations of education and experience that provide the required knowledge, skills, and abilities will be evaluated on an individual basis.

JOB CODE, POSITION TITLES AND CODES, AND COMPENSATION INFORMATION

Job Code

RESCARADE

Job Code Description

RESIDENT CARE AIDE

Position Title

Resident Care Aide-E

Position Code

RCARADEE

Pay Schedule

U11-011

KM

10/09/2016