



*Continuing the Japanese Tradition
of Care and Support for Seniors*

**JOB DESCRIPTION
Kimochi Resident Assistant**

GENERAL JOB SUMMARY:

Guide and assist residents with activities of daily living and building household chores to provide quality care and clean living environment to seniors.

CLASSIFICATION:

Non-exempt (hourly) \$ _____

Monday – Sunday: Kimochi San Mateo is a 24-hr. facility. Work days vary per work shift

Work Time: Kimochi San Mateo is a 24-hr. facility. Work time varies per shift.

See Work Shift Below.

Shift Days Worked

Shift Hours Worked per Week

Supervisor & Staff Initials

SUPERVISION GIVEN AND RECEIVED:

This position does not provide direct supervision to staff, and is supervised directly by the Care Manager and/or the Director of Resident Services.

ESSENTIAL FUNCTIONS:

- Guide and assist residents with personal care (e.g., toileting, bathing, dressing, and grooming)
- Assist with meal preparation, service, and clean-up.
- Assist with household chores including laundry, vacuuming, and room cleaning.
- Assist residents with transfers and escorts within the building and escort outside the building.
- Provide one-on-one supervision for identified residents.

MARGINAL / NON-ESSENTIAL FUNCTIONS:

- Performs other duties as assigned and requested by the Care Manager and/or the Director of Resident Services.

JOB QUALIFICATIONS

SKILLS:

- **Active Listening:** Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.
- **Mathematics:** Using mathematics to keep track of supplies, client and their information for continual operation of facility.
- **Speaking:** Communicating with others to convey information effectively.
- **Writing:** Maintain written correspondences, documentation, reports and logs.

JOB QUALIFICATIONS cont....

- **Reading Comprehension:** Reading and understanding written sentences and paragraphs related to work and safety rules, procedures, instructions and operating equipment.
- **Organization:** Maintain and plan daily work activities and schedules and complete in an organized manner.

ABILITIES:

- Lift, push, pull, or carry objects.
- Follow instructions and work procedures.
- Work independently to perform and complete job functions.
- Develop cooperative working relationships with others.
- Interact with diverse individuals at all levels within the organization and members of the public, including senior citizens, volunteers and employees.
- Good problem solving skills
- Ability to do body transfers, one-on-one personal care, household chores including cooking, cleaning, and table and chair lifting.
- Organized self-starter who can perform multiple tasks at the same time

KNOWLEDGE, EDUCATION AND EXPERIENCE:

- High School graduate/GED equivalency required.
- CNA (Certified Nursing Assistant) or Home Health Aide certification preferred.
- Experience in direct care of the elderly.
- Bilingual and literate in Japanese/English preferred but not required.

PHYSICAL DEMANDS:

Per day - Never = 0 hours
 Rare = up to 1 hour
 Occasional = up to 2 hours (6hr position) OR up to 3 hours (8hr position)
 Frequent = 2 to 4 hours (6hr position) OR 4 to 6 hours (8hr position)
 Constant = more than 4 hours (6hr position) or more than 6 hours (8hr position)

Sitting:	Occasional to Frequent	<u>Lifting:</u>	
Standing:	Constant	up to 10 lbs:	Frequent
Walking:	Constant	11 to 25 lbs:	Frequent
Bending:	Constant	26 to 50lbs:	Frequent
Crouching:	Constant	51 to 75 lbs:	Rare
Stooping:	Frequent	76 to 100 lbs:	Rare
Kneeling:	Frequent	100 + lbs:	Rare
Crawling:	Occasional	<u>Carrying:</u>	
Climbing:	Occasional	up to 10 lbs:	Frequent
Balancing:	Frequent	11 to 25 lbs:	Frequent
Running:	Rare	26 to 50 lbs:	Frequent
Twisting (neck):	Frequent	51 to 75 lbs:	Rare
Twisting (waist):	Frequent	76 to 100 lbs:	Rare
Jumping:	Rare	100 + lbs:	Rare
<u>Pushing/Pulling:</u>			
Up to 10 lbs:	Frequent		
11 to 25 lbs:	Frequent		
26 to 50 lbs:	Frequent		
51 to 75 lbs:	Rare		
76 to 100 lbs:	Rare		
100 + lbs.:	Rare		

Grasping – firm: Frequent to Constant
Finger dexterity: Frequent to Constant
Reaching forward: Frequent to Constant
Pinch grasp: Frequent to Constant
Grasp – light: Frequent to Constant

Talking:
Face to face: Frequent to Constant
Verbal contact: Frequent to Constant
Public: Frequent to Constant

Hearing:
Conversation: Frequent to Constant
Telephone: Occasional
Earplugs: Not required.

MENTAL REQUIREMENTS:

- Perform work requiring regular contact with others and ability to relate to other people, including senior citizens, volunteers, and employees
- Understand/carry out/remember instructions and comply with work rules
- Respond appropriately to supervision
- Perform daily activities
- Perform repetitive and varied tasks
- Follow work rules, procedures and instructions.
- Arrange things or actions in a certain order or pattern in order to complete tasks in an efficient manner.

WORK ENVIRONMENT:

Minimal temperature changes, solvents (cleaning agents), cooking/foods, and minimal noise level.

I have read and understand the contents of my job description and have reviewed and discussed these contents with my supervisor.

Employee Signature

Date

Supervisor Signature

Date