

POSITION DESCRIPTION

TITLE: Shahbazim/GNA
DATE: December 2015
JOB CODE: 802000
DIVISION: Senior Services
DEPT/PROGRAM: The Green House Residences
SUPERVISOR TITLE: Community Leader
FLSA (EXEMPT/NON-EXEMPT) STATUS: Non-Exempt
PAY GRADE:

SUMMARY:

The primary role of a Shahbazim, whose primary training is as a Certified Geriatric Nursing Assistant (GNA), will be to provide care to elders living in the Green House home in a manner that promotes a high quality of life and a positive elder hood. The Shahbazim will work cooperatively with other Shahbazim on the self-directed/managed work team. In addition to providing elders with personal care, Shahbazim work with their team members to develop team staffing schedules, provide meals for the elders, coordinate meaningful events and activities, and represent the elders in the care planning process.

The Shahbazim will work collaboratively with the Clinical Support team, which directs all matters related to skilled nursing services. In addition to the job functions listed below, each Shahbazim will serve in a coordinator role on a rotating basis. These positions are Team Coordinator, Food Coordinator, Housekeeping Coordinator, Scheduling Coordinator, Restorative Care Coordinator and Activities/Party Planning Coordinator.

JOB DUTIES / RESPONSIBILITIES:

Supporting the Elders:

- Supports elder in self-care as appropriate, and provides medical and physical care to elders within assigned house that are unable to care for their own needs.
- Assists with activities of daily living, including: dressing/undressing, bathing, toileting, personal hygiene, mobility devices, and care of activities of daily living (ADL) devices such as eyeglasses, contact lenses and hearing aids.
- Promote autonomy of elders in decision making.
- Provides assistance with activities of daily living including but not limited to: telephone usage, escort and/or coordinate internal transportation needs and mail delivery and elders' personal correspondence.
- Observes and reports changes in elders' physical condition and cognitive/emotional status.
- Documents elder care services/assistance according to established policy and procedure.
- Assist with and/or perform restorative and rehabilitative procedures as outlined and assigned by the care plan in accordance with training.
- Plans social activities of elder's preferences for individual elders, small groups and for the home.
- Supports the social needs of all the elders in the home through friendship and kindness and support.
- Seeks opportunities to share personal interests and talents with members of the home.
- Continually seeks opportunities to meet elder's needs through care planned and spontaneous activities.

Coordinating the Households:

- Assists in a variety of tasks related to dining, including but not limited to: preparing meals, escorting elders to and from dining room, setting up and cleaning tables, sharing in meals, and busing tables.

- Washes, dries, and restocks all cooking and serving utensils, plates, glasses, and silverware according to proper methods of sanitation.
- Maintains required documentation for all culinary processes.
- Cleans all kitchen surfaces and equipment according to the posted cleaning schedule.
- Assists in a variety of tasks related to housekeeping, including but not limited to: vacuuming, changing light bulbs, emptying trash, bed making, and bed changes, laundry, responding to immediate clean up needs when providing care to elders and taking appropriate action when witnessing a need for housekeeping within the home.
- Attends and participates in staff meetings.
- Assists with maintaining inventory of elder care, office and other needed supplies and follows procedures for ordering replacements.
- Effectively communicates information pertaining to the elders to other team members according to residence policies and procedures.
- Maintains cooperative working relationship with other team members.
- Assists in training of new team members as assigned.
- Conducts room checks and elder rounds.

Other Duties:

- Responsible for providing the highest quality service to all customers in a way that represents “Cherishing the Divine Within” and the pursuit of excellence.
- Demonstrates the importance of his/her role as ambassador and public relations representative to guests and other off-campus visitors.
- Responds to and takes appropriate action in emergency/disaster situations.
- Follows universal precautions and monitors for environmental safety hazards, disposing of infectious and potentially infectious waste according to residence policy and procedure, and OSHA regulations.
- Control the spread of infection by following standard precautions.
- Maintains confidentiality of elders’ records.
- Assists with quality assurance programs when indicated.
- Notifies guide of any concerns or questions presented by the elders’ family members.
- Reports any abuse or suspected abuse to the Guide immediately.

MINIMUM QUALIFICATIONS / REQUIREMENTS:

High School diploma/ G.E.D. with a Geriatric Nursing Assistant Certification by the Maryland Board of Nursing. Successful completion of Green House ® specialized training in the Green House ® Philosophy of Care within 30 days of employment. Six months to one year of experience as a GNA/CNA is preferred. Must obtain First Aid certification and all other certifications required by licensing including Serve Safe certification within the first 120 days of employment. Must have the ability to read and write/print legibly, follow oral and written directions, and maintain confidentiality. Must be customer service oriented, and have the ability and willingness to work effectively with a culturally diverse frail, elderly population; and work flexible hours as needed to meet elder care needs.

Position requires the ability to: move freely throughout the building, including climbing stairs; reach bend, squat, lift/push 50 lbs., transfer up to 150 lbs. regularly and stand 85% of the time. Must possess visual and hearing acuity and clear speech sufficient to perform the essential functions of the job. Employees in this position may be exposed to body fluids, infection, and odors, behavior of elders and chemicals or cleaning solutions.

SKILLS / COMPETENCIES:

The incumbent is expected to act and intervene independently in both routine and emergency situations and to know when to seek supervisory advice; to function as a productive member of a team; to report problems/concerns to the supervisor; to actively



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participate in all in-service sessions and to assist staff by responding to general inquiries and by providing on the job coaching as requested or assigned.

CATHOLIC CHARITIES COMMITMENTS:

The responsibilities of this position must be consistently performed using the following behaviors:

1. Honor and respect the **Dignity** of every person.
2. Encounter each person with **Compassion**.
3. Act with **Humility**.
4. Reach out to others in a spirit of **Collaboration**.
5. Serve with **Excellence**.
6. Act with **Integrity** in everything you do.

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Acknowledgement of Position Description

I have read the role description for **Shahbazim/GNA**. I fully understand and accept the duties and responsibilities that are outlined for my position. I will perform these duties and responsibilities to the best of my knowledge and ability.

Employee

Date