

## UNIT AIDE

**DISTINGUISHING FEATURES OF THE CLASS:** The work involves performing a variety of helper tasks assisting the nursing staff. The work of employees in this class is designed to support the objectives of the department in providing basic services for the residents. Direct supervision is received from nursing staff. Supervision over the work of others is not a responsibility of employees in this class. Does related work as required.

### **TYPICAL WORK ACTIVITIES:**

Makes unoccupied beds;  
Transports assigned residents throughout the facility for services, therapy or activities;  
Prepares meal trays by placing cold items from resident menu on tray;  
Prepares dining room for meal service and may help distribute and set up meals for residents;  
Assists residents with food cutting, carton opening and beverage set up;  
Distributes fresh ice water and nourishment as assigned;  
Cares for residents' flowers and plants;  
Assists residents with letter writing, reading mail and other materials, delivering newspapers, and making in-house purchases;  
Assists in maintaining the orderliness of residents rooms, cleanliness of unit kitchen, utility rooms, linen closets and types of equipment;  
Distributes personal laundry to residents;  
Participates in a variety of socialization activities as assigned;  
Attends appointments outside of the building with residents, acting as a representative and advocate;  
Answers call bells and provide assistance as needed within scope of position;  
Inputs meal and nourishment consumption into residents' electronic medical record;  
Performs one-on-one assignments for residents as required, to provide for safety of the resident;  
Assists with re-stocking various items (linen, soaps, lotions, etc.) on assigned unit.

### **FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Good knowledge of basic issues pertaining to the care of the elderly;  
Ability to follow oral and written instructions;  
Ability to follow routine practices;  
Ability to get along well with others;  
Ability to recognize and follow the dress code of the facility;  
Ability to show respect for resident's privacy and belongings;  
Interest in learning about the elderly and the needs of residents in a nursing home;  
Punctuality;  
Dependability;  
Confidentiality.

**MINIMUM QUALIFICATIONS:** None