



|                              |   |   |                          |
|------------------------------|---|---|--------------------------|
| <b>Job Title:</b>            | Universal Worker  | <b>Normal Work Hours:</b>   | Various Shifts           |
| <b>Reports To:</b>           | Administrator   | <b>Job Location</b>   | Assisted Living Facility |
| <b>Starting Salary:</b>      | Current Minimum Wage Rate   | <b>Job Location Address:</b>  | Varies                   |
| <b>Minimum Requirements:</b> | <p>Must be at least 18 years of age.</p> <p>Read and write, follow verbal instructions.</p> <p>Must have a working telephone.</p> <p>Must have own transportation.</p> <p>Physical exam and TB testing is required within three days of hire,</p> <p>CPR and First Aid are required at time of hire</p> | <p>Med Certified within thirty days of hire.</p> <p>Must be able to lift 30 – 50 pounds: do repetitive lifting, pulling.</p> <p>Must handle human body fluids.</p> <p>Finger printing is required within one day of hire.</p> <p>Tongue piercings, Multiple earrings (only one per ear), sleeveless shirts, open toed shoes, nose rings/piercing, body piercings, visible tattoos and hats will not be allowed in the work place.</p> |                          |
| <b>Review Date(s)</b>        | Annually after 90-day Review  |   |                          |
| <b>Fringe Benefits</b>       | <p>Vacation</p> <p>Paid Sick Leave (per California Law)</p> <p>Workers Compensation Insurance</p> <p>Disability Insurance</p>   | <p>Health Insurance (per the Affordable Care Act)</p> <p>Vision &amp; Dental Insurance (F/T, after 90 days)</p> <p>401k (after one year)</p>  |                          |

**Job Description**

**Role and Responsibilities**

- The Universal Worker shall perform duties as directed by posted duty list, and as directed by the Facility Managers and Administrator. Daily incontinence care and PRN changes on the guests (adult diaper changes).
- Responsible for following the active care plan for each individual guest.
- Responsible to know guest program plans and activity schedules.
- The Universal Worker must learn client rights.
- Responsible for documentation in all required areas within the medical and program book for follow through of treatment and data collection.
- The Universal Worker is also required to attend in-service training hours each month and regular staff meetings to gain further knowledge of programs and operations.
- The Universal Worker is responsible for housecleaning duties including cooking. Follow cook book instruction with meal preparation on a daily basis, wash clothes, daily housekeeping, take out trash, wash walls, etc comb hair, teeth cleaning.
- Safety for guests and homes must be maintained. Safety checks are routinely done.
- Maintenance and care of equipment as well as supplies are required.
- Provides personalized care and supervision of guests assigned to him/her.
- Performs different tasks at which certain amount of skills training and experience has been done. Primarily involved in creating a caring and supportive environments for all the guests and in promoting their well-being and satisfaction.

**Qualifications:**

1. At least six (6) months of experience working in an RCFE or caregiving an elderly.
2. Current physicals within the last six months, including TB test.
3. Must have a First Aid Training certificate
4. Must have a fingerprint clearance.



**Duties and Responsibilities:**

1. Assist guests in the activities of daily living such as bathing, dressing, grooming, oral hygiene and mobility.
2. Order, dispense and safeguard medications.
3. Prepare nutritious meals and snacks based on the posted weekly menu.
4. Insure that all medications are administered following the facility's medication policies and procedures.
5. Help facilitate and/or conduct planned activities for the guests.
6. Help monitor guest behavior, food intake and functional capabilities.
7. Help implement the individual care plan fore every guest.
8. Report guest health status change to immediate supervisor.
9. Assist maintenance person in keeping the facility clean and free from odor at all times.
10. Do the laundry: sort and orderly put them in their respective places.
11. Follow universal precautions while on duty, especially when providing care to the guests.
12. Read and understand the personnel policies contained in the Employee's Manual.
13. Assist Activities Director in guiding guests to activities and bringing them back after activities are done.
14. Perform other tasks that may be assigned by immediate supervisor.

**The Universal Worker job requires a minimum of the following:**

|          | Full Shift                          | Half Shift                          | Quarter Shift                       |
|----------|-------------------------------------|-------------------------------------|-------------------------------------|
| Sitting  | <input type="checkbox"/>            | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |
| Standing | <input type="checkbox"/>            | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| Walking  | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/>            |

|                   | Frequently                          | Occasionally                        | Quarter Shift            |
|-------------------|-------------------------------------|-------------------------------------|--------------------------|
| Bending           | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/> |
| Squatting         | <input type="checkbox"/>            | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Climbing          | <input type="checkbox"/>            | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Crawling          | <input type="checkbox"/>            | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Overhead Reaching | <input type="checkbox"/>            | <input checked="" type="checkbox"/> | <input type="checkbox"/> |

Ability to lift to waist 10 lbs. – modified light duty

Ability to lift to waist 50 lbs. – regular duty

Fine manipulation dominant hand

Ability to pull, push and twist with both hands

Visual and hearing acuity within normal limits (corrective devices acceptable)

Employee Name (printed) \_\_\_\_\_

Employee Signature \_\_\_\_\_

Date \_\_\_\_\_