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**RESIDENT LIVING SPECIALIST**

**SCOPE OF WORK:**

Work involves coordinating resident care in a household-type environment as part of a self-directed, cross-trained team at the North Dakota Veterans Home.

**DUTIES PERFORMED AT ALL LEVELS:**

- Coordinate resident care and household needs including household schedule, daily activities and events, and activity plans; exercising judgement in organizing work, setting priorities, and balancing residents' needs.
- Assist in planning resident care as a member of the Nursing Care Team.
- Orient new residents to facility.
- Assist residents with daily care needs such as bathing, dressing, feeding, toileting, etc.; record/chart pertinent resident information
- Identify, plan, and incorporate residents' interests into household life and activities; plan and participate in development of activity calendar; provide assistance to residents in accessing activities in and outside the facility.
- Participate in preparation of food following required food handling techniques; maintain kitchen area and storage areas.
- Assist and instruct residents in implementing therapy and activity programs; observe and monitor residents behavior and report changes.
- Set up dining area, serve meals, and assist residents as needed.
- Perform daily housekeeping functions in resident rooms and common areas.
- Perform various tasks as requested including shopping, running errands, assisting with writing and reading correspondence, etc.

**NOTE:** The duties listed are not intended to be all-inclusive. Duties assigned any individual employee are at the discretion of the appointing authority.

**RESIDENT LIVING SPECIALIST I**

**3013**

GRADE E

**LEVEL DEFINITION:**

Work at this level involves providing care to residents. Duties are performed under the general supervision of professional and medical staff.

ADDITIONAL DUTIES PERFORMED AT THIS LEVEL:

- None.

MINIMUM QUALIFICATIONS:

Requires a high school diploma or GED. Must successfully complete nurse assistant (CNA) certification and Serve Safe training within the probationary period.

**RESIDENT LIVING SPECIALIST II**

**3014**

GRADE F

LEVEL DEFINITION:

Work at this level involves administering residents' medications as well as providing care to residents.

ADDITIONAL DUTIES PERFORMED AT THIS LEVEL:

- Administer residents' medications; observe, chart, and report results.
- May function as lead worker within an assigned work area.
- May assist in training new resident care employees and/or volunteers.

MINIMUM QUALIFICATIONS:

Requires a high school diploma or GED, nurse assistant (CNA) certification, Serve Safety training, completion of the ND Board of Nursing Medication Assistant II program, and one year of experience as a nurse assistant or as a Resident Living Specialist.

Eff. Date: 10/10

Rev: 07/12 – Conversion to Hay System