Mattison Crossing at Manalapan Avenue

Job Title: Care Partner

Job Family: Clinical FLSA

Status: Non-Exempt

EEO Category: Service Workers

Reports to: Director, Health and Wellness

Type of Community: Assisted Living and Memory Care

**Job Summary**

This position is responsible for carrying out the Activities of Daily Life services to residents in accordance with their service plan in a given managed community. These services include providing personal care for all residents and communicating with medical professionals and families about the needs of residents under the direction of the Director, Health and Wellness. This position also participates in meal service including serving, clearing, and cleaning the dining room. All services provided by the Care Partner will be conducted in full regulatory compliance.

**Essential Functions**

1. Follows the services outlined in each resident’s service plan in a friendly, respectful and supportive manner. Documents any observed change of condition in accordance with applicable laws and company policies.

2. Complies with the Continuous Quality Improvement Program and takes steps to ensure that services delivered are complete and designed for each resident. Reports identified issues not supporting quality services to the immediate supervisor for correction.

3. Understands and follows all company policies as well as all local, state, and federal rules and regulations as they apply to services delivered for all residents, including updates and amendments to those rules, regulations and policies. This involves resident care and documentation, and compliance with HIPAA, OSHA, and Blood Borne Pathogen Guidelines.

4. Works in a safe manner in conjunction with other employees. Reports any unsafe actions immediately to supervisor and ensures such actions are corrected. Compliant with Safety Committee Standards.

5. Fosters teamwork with co-workers, takes actions which assist others beyond job responsibilities, and has a positive impact on co-workers, residents, and visitors.

6. Communicates between Care Partners on resident needs.

7. Perform other duties as assigned or needed.

**Education and Experience**

High School Diploma or equivalent required. Must have one year of experience in a caregiving role or similar function. Experience with Microsoft Word and Excel preferred.

**Certifications, Licenses, and other Special Requirements Certifications as required by state.**

Must meet all health requirements, including TB. Must pass criminal background check. Must have compassion for and desire to work with the elderly.

**Essential Skills**

Excellent verbal and written communication skills. Able to communicate verbally in person and over the phone in fluent English. Able to read, analyze, interpret and complete documentation in fluent English. Positive interpersonal skills. Works well with others, treats others with respect, works with integrity and ethically, and communicates in a pleasant, professional, and personable manner with all individuals. Able to perform well under pressure, resolve conflicts, prioritize tasks, follow through with ideas, and show initiative in overcoming obstacles. Self-motivated, able to work independently and make sound and timely decisions. Excellent organizational skills and be detail oriented. Demonstrate regular and consistent attendance and punctuality.