

Code: 4108

Title: UNIT CARE ASSISTANT

SUMMARY: This classification provides non-medical assistance to residents in a skilled nursing facility by providing light housekeeping assistance to supplement facility housekeeping staff, accompanying residents, assisting resident participation in activities, and assisting medical/health care providers by performing minor clerical duties. This classification is distinguished from all nursing and related health care providers by its restriction on actual physical contact with residents in personal care, hygiene or provision of any medical treatment or related medical services.

DUTIES/RESPONSIBILITIES: (Work assignments may vary depending on the department's needs and will be communicated to the applicant or incumbent by the supervisor.)

Relays resident requests for medical attention to nursing staff;
Passes water to residents and insures bedside water pitchers are full (unless contraindicated by nursing orders);
Makes beds and performs light housekeeping duties in resident's rooms to supplement facility housekeeping staff;
Folds and stores resident laundry, and secures resident's personal effects;
Accompanies residents to and from various activities within the facility;
Assists residents with activities which do not require lifting, positioning or manipulation of the resident;
Moves residents already in wheelchairs, or accompanies those using other assistive devices, without performing any actual lifting, positioning or manipulation of the resident;
Delivers and retrieves resident's meal trays;
Transports and stocks supplies, equipment and other materials within the facility;
Assists and monitors residents during smoke breaks in designated smoking areas;
Performs routine, minor clerical activities for the nursing unit, e.g., filing, answering telephones, taking/relaying telephone messages, etc.;
May perform personal errands for residents;
May clean non-medical patient care equipment, e.g., IV poles, wheelchairs, assistive devices.

KNOWLEDGE & SKILLS:

Knowledge of:

- limitations of assistance which can be provided to residents;
- personal hygiene and light housekeeping practices;
- hygienic handling of foods and beverages;
- safety precautions for transportation or movement of residents;
- standard precautions and infection control techniques;
- emergency procedures for the facility.

Skill in:

- providing non-medical assistance to residents;
- applying standard precautions, infection control and proper food-handling techniques;
- communicating effectively in English, both verbally and in writing;
- maintaining manual files;
- practice of proper telephone etiquette.

MINIMUM QUALIFICATIONS:

Any combination of training and/or experience, as determined by the Appointing Authority at the time of recruitment, which demonstrates the minimum knowledge and skills.

OTHER REQUIREMENTS:

Licenses and Certificates: Some positions may require a valid Arizona Class D Driver's License at the time of appointment or prior to completion of initial/promotional probation.

Special Notice Items: Department of Labor Regulation CFR Part 1910.1030 requires notification that this category may have a high risk of exposure to blood-borne pathogens. In accordance with OSHA and Pima County guidelines, Tuberculin (TB) screening, Hepatitis B vaccinations and safety training and equipment will be provided. All positions require satisfactory completion of pre-/post-appointment health screening, personal background investigation by law enforcement agencies and/or drug testing as a condition of employment. All positions require fluency in both spoken and written English; some positions may require fluency in a second language, as determined by the Appointing Authority. Some positions within this classification may require a current Arizona Department of Public Safety (DPS) Clearance Card in order to work with vulnerable adults and children at the time of application. The DPS Clearance Card may be required as a condition of continued employment. In positions requiring a DPS Clearance Card, failure to maintain a current DPS Clearance Card shall be grounds for termination.

Physical/Sensory Requirements: All positions in this classification are required to move residents in wheelchairs, and to move/manipulate equipment of various weights and sizes, and to walk/stand for extended periods of time. Specific physical and sensory abilities will be determined by position.

This class specification is intended to indicate the basic nature of positions allocated to the class and examples of typical duties that may be assigned. It does not imply that all positions within the class perform all of the duties listed, nor does it necessarily list all possible duties that may be assigned.

Pima County
Updated

09/05/00(fn)
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