

**JOB POSTING  
WESTMINSTER VILLAGE**

**POSITION: MEMORY CARE ASSISTANT  
DEPARTMENT: MEMORY CARE  
REPORTS TO: MEMORY CARE COORDINATOR**

**WESTMINSTER VILLAGE**

Westminster Village, Bloomington-Normal's premier Continuing Care Retirement Community, is a locally owned & operated not-for-profit organization situated on a 40+ acre campus. With over 35 years of experience, The Village has perfected the art of carefree living by managing day-to day tasks such as meals, housekeeping, home maintenance, and transportation to allow Residents more time for the things they enjoy. Westminster Village is currently in need of full and part time Memory Care Assistants for our new Assisted Living Center opening in September 2020.

**GENERAL SUMMARY**

The basic function of the Memory Care Assistant is to assist and provide direction to residents with personal care, which enables the resident to maintain good personal hygiene, to carry out the activities of daily living, to maintain good health, and to participate in the activities of the community.

**TEAMWORK**

To provide an acceptable level of service to residents and other employees a spirit of Teamwork must be held and promoted by each employee through maintaining good work relationships with other employees and departments, by treating others with respect and dignity. This means that from time to time one must assist in or do tasks that are not part of one's job in order to provide residents superior service.

**QUALIFICATIONS**

- High School Diploma or G.E.D.
- Must successfully complete Westminster Village, Inc. MCA Training
- Certification in cardiopulmonary resuscitation (CPR)
- CNA preferred
- One year working with geriatric persons preferred
- Demonstrated knowledge of policies; skills and abilities to act responsibly when responding to emergencies/disasters
- Must be 16 years of age or older
- Ability to work with minimal supervision
- Employee background check and Health Care Worker Background Check must be clear of convictions as described in policies

**PRINCIPAL DUTIES AND RESPONSIBILITIES FOR ALL SHIFTS**

- Promote resident independence and choice
- Assist with meal service and table clean up after meals when needed
- Provide residents assistance with activities of daily living

- Monitor resident's self-administration of medication as indicated on resident service plan
- Assist residents in completing menus for meals
- Document care daily
- Provide housekeeping services including laundry, making beds, empty garbage, stocking of supplies
- Knowledgeable regarding emergency and disaster procedures as described in policies, including the location and use of firefighting equipment and alarms.
- Assist with transportation of resident, including pushing a wheelchair if needed.
- Assist residents with toileting as needed
- Perform incontinence care as needed
- Maintain a safe environment, assuring resident safety and security
- Attend educational meetings planned for this position
- Assume responsibility for assigned work and will follow the policies and procedures of Westminster Village and the Assisted Living Department
- Provide services to residents as indicated on their individual service plan and report changes in resident's condition or needs to the Memory Care Coordinator
- Light cooking, cleaning, housekeeping, and maintenance
- All other duties assigned, universal worker

#### **COGNITIVE SKILLS REQUIRED**

- Ability to understand and remember written and spoken English
- Ability to organize and express thoughts in spoken English to others, so they may understand
- Ability to problem-solve with a variety of variables and accurately interpret instructions
- Must be able to perform duties in an atmosphere of constant interruptions
- Must be able to cope with changes in policies, environment, and residents

#### **PHYSICAL REQUIREMENTS**

- Must be in good health and free of communicable diseases
- Must be able to stand or walk for most of the workday; up to 90% of the shift
- Must be capable of maintaining equilibrium to prevent falling when walking or standing
- Must be capable of stooping, bending, squatting, kneeling, and reaching to make beds and pick up items from the floor
- Must be capable of lifting 50 pounds
- Constant mental, visual, and aural attention necessary to perform duties satisfactorily
- Must perform major visual functions, including acuity, depth perception, field of vision, accommodation, and color perception
- Must be capable of wide range of hand, wrist, and finger motions including pinching, grasping, and fingering required for such tasks as answering phones, carrying supplies and equipment
- Must be able to stand or walk for prolonged periods of time when doing checks, light housekeeping, laundry, serving in the dining room, and transporting residents' wheelchairs.
- Must have visual acuity that enables the individual to make accurate assessments and to complete documentation