

## Asanpee Care /Redeemed American Homes, Inc.

### Job Description for: **LIVE-IN STAFF OR HOURLY STAFF**

Any job description distributed by Asanpee Care /Redeemed American Homes, Inc. is not inclusive of all duties that the employee will be required to perform.

ASANPEE CARE, INC., expressly reserves the right to change the responsibilities and duties as so desired. The job description may be changed orally and Asanpee Care / Redeemed American Homes, Inc. needs not provide a new job description.

- Will maintain a daily sign-in and sign-out register.
- Will maintain a daily log of resident activities.
- Will adhere to and enforce Asanpee Care /Redeemed American Homes, Inc. House rules and regulations established for residents.
- Will maintain a clean, sanitary atmosphere in the home.
- Will never leave the facility unattended. If relief is more than half an hour (1/2 hr) late, the staff on duty will call the manager or administrator for replacement. One staff person must be in the Home at all times.
- Will prepare meals in a timely and appealing manner. Staff will document when resident refuses to eat two consecutive meals or meal substitute.
- Will conduct and supervise quarterly fire drills and advise all new residents of emergency exits. Staff will check battery in smoke detectors bi-weekly.
- Will maintain an adequate temperature setting and ventilation within the facility. Residents must be comfortable.
- Will document all incidents within a timely manner.
- Distribute medication exactly as prescribed by resident's physicians.
- Supervise residents on planned outings, schedule and make sure that residents keep all scheduled appointments.
- Staff must keep all resident records to date (current).
- Inform the administrator of any condition or situation that threatens the health, safety, or welfare of the residents.
- Supervises the issuance and documentation of resident funds and valuables.
- Secure the facility at all times.
- Collect laundry as needed and make sure that all residents have clean towels and linen.
- Assist residents with bathing and dressing if needed.

The job description distributed by Asanpee Care / Redeemed American Homes, Inc., shall be signed by the employee to indicate acceptance and knowledge of the responsibilities of the position. The signed job description shall be placed in the Employee's personnel file with a copy provided to the Employee.

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(Employee's Full Name in Print)

(Employee's Signature)

Date: