

VETERANS HOME PROGRAM ASSISTANT

KIND OF WORK

Paraprofessional residential lead work at the Minnesota Veterans Homes.

NATURE AND PURPOSE

Under general supervision, leads and directs staff who provide health care to geriatric, chemically dependent and mentally ill residents of the Minnesota Veterans Homes. In coordination with Activities Department staff, plans and initiates leisure time activities on an assigned unit; encourages and promotes resident participation in recreation/activity programs; performs related work as required.

EXAMPLES OF WORK (A position may not include all the work examples given, nor does the list include all that may be assigned.)

Assigns, monitors, trains and reports on the work performance of other direct care paraprofessional staff to ensure efficient workflow, adherence to established standards and full use of resources by matching resident needs to the staff capabilities, by recommending disciplinary action when appropriate and in-service training beyond orientation for new and current staff.

Conducts activities for residents on a unit or floor to constructively use their leisure time during daytime, evenings and weekends by arranging for arts and craft projects, physical exercise programs and board games at the Home.

Schedules and conducts campus-wide social and community events to provide group activities for residents by planning these events with the Activities Department staff and community groups.

Participates in the development and evaluation of resident care plans designed to maintain the physical health, well-being and safety of the residents by attending care plan meetings and by summarizing medical and behavioral data recorded on medical charts.

Implements and documents the delivery of individual treatment programs to maintain the residents' physical health, well-being and safety either by independent action or, more typically, by directing and monitoring the work of other direct care staff.

Preserves the safety and sanitation of the unit, its staff and residents to comply with licensure standards and legal requirements by regularly inspecting the work site and eliminating hazards, conducting periodic emergency and evacuation drills, training staff in emergency procedures and making scheduled security checks of doors and windows.

Determines the need for, and obtains, supplies and equipment so that medical, programming and housekeeping functions can be performed by periodically checking stock levels and condition of equipment and submitting written requisitions for necessary inventory.

### KNOWLEDGE SKILLS AND ABILITIES REQUIRED

#### Knowledge of:

Rules, regulations, policies and practices governing treatment of residents sufficient to train other staff and to protect the rights and safety of the residents.

Recreational programming and theory sufficient to assess resident interest in recreational activity and assist the Activities Department staff with planning and implementing large scale leisure time and recreational activities.

Medications and their side effects sufficient to understand their impact on the resident.

Gerontology sufficient to understand the physical and psychological aspects of the aging process.

Institution emergency procedures sufficient to instruct others in their implementation.

Internal questioning process sufficient to obtain needed supplies, equipment and repair services.

Safety and sanitation regulations and standards sufficient to ensure compliance in the work place.

#### Ability to:

Demonstrate proper work techniques to other staff.

Assign tasks to others and to evaluate work performance in completing their tasks.

Conduct and participate in recreational activities.

Direct others in implementing and documenting treatment plans.

Observe, assess and record existing resident conditions and response to treatment.

SPECIAL WORK CONDITIONS

Positions in this classification may require the employee to regularly lift, transfer and position residents. In addition, the employee may be subject to unpredictable and hazardous resident behaviors.

Est.: 5/84 T.C.:

Rev.: Former Title(s):