

## **NOTICE OF ANTICIPATED VACANCY**

### **PART TIME INSTITUTIONAL AIDE**

COUNTRYSIDE ADULT HOME

5/30/17

**GENERAL STATEMENT OF DUTIES:** Performs routine duties relating to the care of adult home residents and the building in accordance with established routine. Communicates the needs of the residents to the appropriate supervisor.

**DISTINGUISHING FEATURES OF THIS CLASS:** The employees in the class need to demonstrate the ability to carry out routine tasks and follow simple oral and written instructions. They must have the ability to get along with others, have good organizational skills, maintain a neat and clean appearance and physically demonstrate the ability to carry out the job tasks described. They must exhibit patience and tact in dealing with the elderly. They must demonstrate good knowledge of infection control procedures. They must show a willingness to assist other staff members in cleaning and maintaining the facility.

**GENERAL JOB DUTIES:** (Illustrative only)

- Assisting residents with all aspects of personal care including bathing, shaving, toileting, dressing, medication administration;
- Takes blood pressures, temperatures, and weights of the residents;
- Administers simple medication and treatment upon specific instructions from supervisors;
- Communicates changes to supervisor;
- General cleaning of resident rooms such as making beds, cleaning closets and dressers, emptying trash, picking up dirty clothing, replacing dirty linen with clean;
- Sweep, mop, and/or dust resident areas and staff work areas;
- Report daily activity through the use of shift reports;
- Document daily happenings, changes in condition of residents, appointment standings;
- Participate in the facility quality assurance;
- Assist other staff members in completing required duties;
- Required to participate in education and staff meetings

**ACCEPTABLE EXPERIENCE AND TRAINING:** None is required, but some experience in caring for the elderly is desirable. They must be at least 18 years of age. They must possess the ability to get along well with others.

**WAGES:** \$12.78/ hr, 24 hours per week minimum. Varied hours as needed to provide coverage.

**APPLICATIONS:**

Interested applicants are encouraged to send applications, resume and list of references to: Countryside Adult Home, 353 Schroom River Road, Warrensburg, NY 12885, PH#(518)623-3451.

*Warren County is an EOE/AA employer.  
[www.warrencountyny.gov/civilservice](http://www.warrencountyny.gov/civilservice)*