

ST. MARY REST HOME
A division of Faith & Justice Center, Inc.

Personal Care Aide – Job Description

St. Mary Rest Home is an assisted living facility where caring for those who can no longer care for themselves is a ministry and calling. As an assisted living facility our residents receive the following services: three meals daily; laundry service; assistance with medication; assistance with showers and hygiene; activities; religious services. It is our desire that every caregiver and all staff of St. Mary Rest Home approach each day at work with a spirit of and dedication to respect, care, responsibility, trustworthiness, fairness and a sense of citizenship to our community.

RESPONSIBILITIES:

1. Read daily log/bulletin board for
2. Check each resident hourly
3. Make beds and tidy rooms
4. Dress residents
5. Showering residents and groom residents\
6. Check vital signs
7. Assistance with dental hygiene, toileting, diapering
8. Assistance with meals and snacks
9. Occasionally, assistance with housekeeping and laundry

(All care aides will be required to train as a medical technician/aide. In addition to assisting the care aide, the medication aide assists residents with medication, counts medications and meets with outgoing shift med aide for updates and resident reports.)

HOURS:

The personal care aide works a basic eight-hour shift; can be expected to work different shifts: (6:45am to 3pm / 2:45pm to 11pm / 10:45pm to 7am). Overtime (eight hours +) is sometimes required due to emergencies or other unforeseen scheduling challenges. Scheduling employees for on-going regular shifts is desirable but not always possible, due to staff turnover, vacations, sick leave, etc.

PAY / BENEFITS:

Care aides start employment at \$8.50 per hour; If they become a med aide, they would then earn \$9 per hour. There are opportunities for bonus or raise based on employee evaluation and financial status of the rest home. Additionally, all employees, on their first year anniversary, are eligible for the employee pension plan. Paid time off is also offered to all staff who qualify.

Please call the facility administrator, Gloria Payton, RN, for inquiries at
505.243.5888, or apply within, M-F 8am-3pm.