



Department	Reports To	Prepared By	Approved By	Last Modified
Nursing Division	S. Simmons	K. Shropshire	K. Shropshire	2019-02-01

Job Summary

Provides basic patient care under direction of nursing staff.

General Accountabilities

- Answers patient call signals, signal lights, bells, or intercom systems.
- Turns or repositions bedridden patients.
- Provides physical support to assist patients to perform daily living activities.
- Reviews patients' dietary restrictions, food allergies, and preferences to ensure patient receives appropriate diet.
- Measures and records food and liquid intake or urinary and fecal output, reporting changes to medical or nursing staff.
- Records vital signs, as directed by medical or nursing staff.
- Gathers information about patient condition, treatment plans, or appropriate activities.
- Observes or examines patients to detect symptoms that may require medical attention.
- Documents or otherwise reports observations of patient behavior, complaints, or physical symptoms to nurses.
- Reminds patients to take medications or nutritional supplements.
- Feeds patients or assists patients to eat or drink.
- Supplies, collects, or empties bedpans.
- Undresses, washes, and dresses patients who are unable to do so for themselves.
- Changes bed linens or makes beds.
- If working private duty/one on one care, employee must stay with patient until relief reports.
- Expected to be reliable and punctual in reporting for scheduled work. Staff must report on time and check in with the front desk of each assignment placement daily and per each shift.
- Staff must be cleaned and well groomed.
- Staff must wear the appropriate uniform specific to their assignment along with an Exquisite Staffing Solutions name badge.
- Staff should educate themselves on the policies, procedures and process of each assignment to ensure compliance and the highest delivery of service to ESS, LLC. clientele.
- *The company reserves the right to add or change duties at any time.

Job Qualifications

- Education: High school diploma or equivalent.
- Certification: Nurse aide registry through the State of employment you are working in.
- Experience: A minimum of one year of related experience.

Skills

- Excellent verbal and written communication
- Service orientation
- Active listening
- Social perceptiveness
- Coordination
- Monitoring

Employee Signature: _____ Date: _____