



Job Description

Residential Care Coordinator (RCC) 3

Supervisor: Resident Health Coordinator

Job Qualifications: Current inclusion on the Wisconsin Nurse Aide Registry, or successfully completed DHS 83 required trainings. Direct patient care experience is required with 6 months OJT as an RCC 2. Medication Training Completed, 12 Medication Observations Completed, 98% Good Attendance Record as RCC 2 (30 day re-eval period if missed) and Basecamp responses.

Responsibilities: **Maintains a calm caring presence with residents, families and staff at all times.** Provide the activities of daily living and/or assists with these activities. Included in activities are such services as bathing, personal hygiene, grooming, nutrition, and mobility.

General duties include but are not limited to:

- Participates in and receives a nursing/RCC update upon reporting for duty.
- Exchanging keys with next RCC3
- Assists residents with activities of daily living according to their ISP and in accordance with our established policies and procedures.
- Administering medications using the 5 rights of Medication Administration at all times.
- Pharmacy contact regarding refill medication needs
- mdINR contact and anticoagulation clinic contact after an in-house INR check has been completed
- If a staff member is unable to make it for their shift the RCC3 is to assure the shift is covered either by the replacement the staff has found or by putting in coverage
- Daily follow up on facility policies, procedures, charting, MD/Pharmacy concerns and family resident concerns as directed. (Charting includes, but is not limited to, daily hydration, nutrition, resident concerns, and MD/Pharmacy follow-up. Weekly skin charting, and Monthly pain and behavior charting).
- Reports all changes in the resident's condition to your supervisor as soon as practical.
- Records necessary information on the flow sheets per our policy and procedure.
- Follows established safety precautions and report all hazardous conditions or equipment.
- Reports all incidents and accidents you observe immediately after they occur.
- Follows all residents' rights policies.
- Activities, Cleaning, and Meal participation as directed or outlined in your daily job duties.
- Occasional outings with/for activities.
- Attends and participates in in-service programs to maintain eligibility status on the Registry and/or within facility policy.
- Attends mandatory staff meetings
- Maintains to facility dress code.



- Notifies the facility when you will be late or absent from work no later than two hours prior to your start time. Finding a replacement when late or absent
- Being available by phone when scheduled for coverage

Physical Demands: See attached job function profile.

Tasks performed requiring Personal Protective Equipment:

- Personal care including oral care and assistance with toileting/incontinence care.
- Care for residents in isolation.
- Care for injured/bleeding resident as directed by the supervisor.
- Equipment cleaning procedures.

Equipment commonly utilized:

- Gait belts
- Mechanical lifts
- Oxygen tanks and concentrator
- Patient care equipment

This job description is not intended to be all inclusive. The employee will also perform other reasonable related duties as assigned by the supervisor or other manager.

Management reserves the right to change job responsibilities, duties, and hours as needs prevail. This document is for management communication only and not intended to imply a written or implied contract of employment.

This offer is conditional upon the successful completion of criminal history record, evidence of eligibility to work in the United States, caregiver background checks, and meeting MCP's training program within 90 days of employment. This is considered your formal notice. At any time during employment, if any conditions change regarding criminal history background information – employer must be notified immediately.

DHS Required Trainings:

DHS 83.19 Orientation. Before an employee performs any job duties, the CBRF shall provide each employee with orientation training which shall include all of the following:

- (1) Job responsibilities.
- (2) Prevention and reporting of resident abuse, neglect and misappropriation of resident property.
- (3) Information regarding assessed needs and individual services for each resident for whom the employee is responsible.
- (4) Emergency and disaster plan and evacuation procedures under s. [DHS 83.47 \(2\)](#).
- (5) CBRF policies and procedures.
- (6) Recognizing and responding to resident changes of condition.

History: [CR 07-095](#): cr. [Register January 2009 No. 637](#), eff. 4-1-09.

DHS 83.20 Department-approved training.

- (1) APPROVED TRAINING.



- (a) Training for standard precautions, fire safety, first aid and choking, and medication administration and management shall be approved by the department or designee and shall be provided by trainers approved by the department or designee. Approvals for training plans and trainers for standard precautions, fire safety, first aid and choking, and medication administration and management issued before April 1, 2009, shall expire April 1, 2010.
- (b) The CBRF shall maintain documentation of the training in par. (a), including the trainer approval number, the name of the employee, training topic and the date training was completed.
- (2) APPROVED COURSES.
 - (a) *Standard precautions.* All employees who may be occupationally exposed to blood, body fluids or other moist body substances, including mucous membranes, non-intact skin, secretions, and excretions except sweat, whether or not they contain visible blood shall successfully complete training in standard precautions before the employee assumes any responsibilities that may expose the employee to such material.
 - (b) *Fire safety.* Within 90 days after starting employment, all employees shall successfully complete training in fire safety.
 - (c) *First aid and choking.* Within 90 days after starting employment, all employees shall successfully complete training in first aid and procedures to alleviate choking.
 - (d) *Medication administration and management.* Any employee who manages, administers or assists residents with prescribed or over-the-counter medications shall complete training in medication administration and management prior to assuming these job duties.

History: [CR 07-095](#): cr. [Register January 2009 No. 637](#), eff. 4-1-09.

DHS 83.21 All employee training. The CBRF shall provide, obtain or otherwise ensure adequate training for all employees in all of the following:

- (1) RESIDENT RIGHTS. Training shall include general rights of residents including rights as specified under s. [DHS 83.32 \(3\)](#). Training shall be provided as applicable under ss. [50.09](#) and [51.61](#) and chs. [54](#), [55](#), and [304](#), Stats., and ch. [DHS 94](#), depending on the legal status of the resident or service the resident is receiving. Specific training topics shall include house rules, coercion, retaliation, confidentiality, restraints, self-determination, and the CBRF's complaint and grievance procedures. Residents' rights training shall be completed within 90 days after starting employment.
- (2) CLIENT GROUP.
 - (a) Training shall be specific to the client group served and shall include the physical, social and mental health needs of the client group. Specific training topics shall include, as applicable: characteristics of the client group served, activities, safety risks, environmental considerations, disease processes, communication skills, nutritional needs, and vocational abilities. Client group specific training shall be completed within 90 days after starting employment.
 - (b) In a CBRF serving more than one client group, employees shall receive training for each client group.
- (3) RECOGNIZING, PREVENTING, MANAGING AND RESPONDING TO CHALLENGING BEHAVIORS. Specific training topics shall include, as applicable: elopement, aggressive behaviors, destruction of property, suicide prevention, self-injurious behavior, resident supervision, and changes in condition. Challenging behaviors training shall be completed within 90 days after starting employment.

History: [CR 07-095](#): cr. [Register January 2009 No. 637](#), eff. 4-1-09; correction in (1) made under s. [13.92 \(4\) \(b\) 7](#), Stats., [Register January 2009 No. 637](#).

DHS 83.22 Task specific training. The CBRF shall provide, obtain or otherwise ensure adequate training for employees performing job duties in all of the following:

- (1) ASSESSMENT OF RESIDENTS. All employees responsible for resident assessment shall successfully complete training in the assessment of residents prior to assuming these job duties. Specific training topics shall include: assessment methodology, assessment of changes in condition, sources of assessment information, and documentation of the assessment.
- (2) INDIVIDUAL SERVICE PLAN DEVELOPMENT. All employees responsible for service plan development shall successfully complete training in individual service plan development prior to assuming these job



duties. Specific training topics shall include: identification of the resident's needs and desired outcomes, development of goals and interventions, service plan evaluation and review of progress.

- (3) PROVISION OF PERSONAL CARE. All employees responsible for providing assistance with activities of daily living shall successfully complete training prior to assuming these job duties. Specific training topics shall include, as appropriate: bathing, eating, dressing, oral hygiene, nail and foot care, toileting and incontinence care, positioning and body alignment, and mobility and transferring.
- (4) DIETARY TRAINING. All employees performing dietary duties shall complete dietary training within 90 days after assuming these job duties. Specific training topics shall include: determining nutritional needs, menu planning, food preparation and food sanitation.

History: CR 07-095: cr. [Register January 2009 No. 637](#), eff. 4-1-09.

DHS 83.23 Employee supervision. Until an employee has completed all required training, the employee shall be directly supervised by the administrator or by qualified resident care staff.

Caring for residents with Dementia and Alzheimer's can be an extremely challenging and stressful occupation that subjects employees to associated behaviors. By signing this document, you acknowledge your understanding of the industry pressures and inherent stress associated with this position.

_____ I have read and understand the essential job functions and physical requirements of the position. I hereby state I am able to complete the essential job functions outlined.

_____ I have read and understand the essential job duties and physical requirements of the position. If I believe I am not able to complete the essential functions I request this accommodation in order to accept the position (s). List accommodation below:

Accommodations reviewed and employer acceptance/denial of request on

_____.

Signed by Administrator: _____ Date: _____

Employee Signature

Date



STRENGTH	N	S	O	F	C	Physical Demands
Push/pull light objects under 10 pounds				X		Frequency Code
Push/pull objects less than 20 pounds				X		
Push/pull more than 20 pounds				X		N = Never
Push/pull more than 50 pounds			X			S = Seldom/once or twice a week
Lift/carry light objects				X		O = Occasionally/at least once a day
Lift/carry objects less than 20 pounds				X		
Lift/carry objects more than 20 pounds				X		
Lift/carry objects more than 50 pounds			X			F = Frequently/several times a day
Lift/carry objects more than 100 pounds	X					C = Constantly/ongoing throughout the day
MOBILITY						
Walking				X		
Standing				X		
Squatting				X		Job Title:
Sit for prolonged periods			X			Residential Care
Stand for prolonged periods				X		Coordinator RCC3
Remain in uncomfortable position for long periods such as bending over tables or beds				X		
Climb stairs	X					
Reach above shoulders				X		
Bend				X		
Kneel				X		
Drive	X					
ENVIRONMENTAL CONDITIONS						
Exposure to blood, body tissue or fluids				X		
Exposure to hazardous waste materials other than blood, body tissues or fluids			X			
Exposure to excessively high temperatures	X					
Exposure to excessively low temperatures	X					
Exposure to sudden fluctuations in temperatures		X				
Exposure to seasonal conditions in outside weather			X			
Exposure to grease or oil	X					
Exposure to toxins, cytotoxins, or poisonous substances		X				
Exposure to dust				X		
Exposure to other hazardous materials such as chemicals			X			
Exposure to bodily injuries				X		
Exposure to loud or unpleasant noises				X		
Exposure to high humidity or wetness			X			
Exposure to electrical hazards	X					
Exposure to burns	X					
Exposure to electro-magnetic radiation	X					
Exposure to mechanical hazards			X			