



66 Sherman Street  
Cambridge, MA 02140  
Phone: (617) 868-0575  
Fax: (617) 868-0023

## **Cadbury Commons**

**Position Title:** Resident Assistant (C.N.A.)  
**Department:** Wellness  
**Supervisor:** Director of Resident Services or Director of Memory Care

As a CNA working at Cadbury Commons, you will find a rewarding career helping out the senior population who reside here at Cadbury Commons, a family owned Assisted Living community that has been in the business of caring for the senior population since 1996.

Provide personal care assistance with the ADL's to assisted living residents under the supervision of the Director of Memory Care and Director of Resident Care.

### **RESPONSIBILITIES:**

1. Receive assignments, checks residents' schedule for the shift; assist residents with bathing and see that they are properly dressed.
2. Assist residents to and from the bathroom before and after meals as necessary; assist residents with ADL's as needed (bathing, oral hygiene, dressing, grooming, toileting, ambulating and escorts to and from meals).
3. Make beds, collect trash and personal laundry as assigned.
4. Assist residents with menu selection as needed; assist with transfers to and from dining room for meals; supervise residents while in dining room.
5. Assist residents to prepare for visits to physician offices; assist residents to prepare for social or recreational activities.
6. Perform personal service within reason (operate TV, water plants, sweep etc.); promote the comfort, safety and independence of the resident. Answer general questions from relatives, visitors and guests; direct to management with necessary.
7. Perform resident care with aseptic technique (Universal Precautions) to prevent the spread of infection or disease; report all changes in residents' physical, emotional or mental condition immediately to the Resident Assistant Supervisor, Director of Resident Care and Executive Director.
8. Provide appropriate medication reminders to those residents who are on the self-administered medication management program (SAMM).
9. Cue and escort residents to and from activities as necessary. Morningside Resident Assistants assist Program Assistants, as time permits, in fulfillment of various scheduled activities in the Dementia Programs.
10. Record any changes in residents' condition and any other pertinent information in the Resident Log book; treat all resident information as personal and confidential.
11. May perform other duties as directed by the Director of Resident Care.
12. May be required to overtime in an emergency situation.
13. Reports any broken or malfunctioning equipment to Manager on Duty.
14. Attends training programs, in-service sessions and staff meetings as required.



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**QUALIFICATIONS:**

- Maturity, flexibility and stability
- Able to work effectively with residents and resident families
- Compassion, common sense, self-discipline, patience and a sense of humor.
- Understanding of human behavior and the aging process
- Dependable; willing and able to perform varied duties as needed
- Ability to be flexible in work schedule (i.e. if you are hired for a FT overnight shift, you are expected to be awake throughout your shift; if you are need for other shifts during the day, have an open mind to change)
- Neatness and cleanliness in personal appearance
- Current C.P.R. Certification
- Certified as a Nursing Assistant (or soon to be after graduation)
- Must love working with the senior population of an assisted living community
- Ability to sit, stand and walk intermittently during the day, evening and overnight shifts
- Ability to lift up to fifty (50) pounds
- Ability to communicate clearly and effectively with residents, families, staff and offsite personnel

**Acknowledgement**

I have read the above job description and fully understand the requirements set forth therein. I hereby accept the position and agree to abide by the requirements set forth and will perform all duties and responsibilities to the best of my ability.

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PRINT NAME

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SIGNATURE

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DATE