

L'Association des foyers de soins du Nouveau-Brunswick Inc.

## SUMMARY OF KEY ACTIVITIES

**TITLE:** Activity Coordinator

**JOB NUMBER:** 100

### **JOB PURPOSE:**

Plans, develops, organizes, implements and validates activity programs to meet the social, cultural, recreational, physical, mental, emotional and spiritual needs of the residents.

### **KEY ACTIVITIES:**

#### A – Activity Duties

- Plans, develops, organizes and coordinates individual or group activities such as daily activity programs, outings, special or seasonal activities and pastoral events for residents.
- Promotes participation of residents in an activity program.
- Transports residents to and from activities such as pushing wheelchairs and assisting in walking.
- Communicates with residents, team members, families, volunteers and community members regarding activity events.
- Schedules, monitors and provides direction to activity department staff and volunteers on the day to day operation of activity programs and events for residents.
- Operates nursing home passenger vehicle such as van or bus.
- Provides personal hygiene during outings for residents.
- Maintains a neat and tidy work area.
- Assists with feeding of residents.

#### B- Assessment of Residents

- Collects information on resident's capacity and limitations.
- Assesses resident's interest in activities through consultation with resident and/or family.
- Adapts an activity program to promote resident's involvement.

#### C- Administration Duties

- Prepares daily, monthly and annual reports on resident's participation and progress within the activity programs.
- Recommends and/or obtains approval to purchase equipment, supplies or other items for residents.
- Participates in the selection, orientation and evaluation of volunteers.
- Participates in meetings such as resident council and multidisciplinary team, by providing information and ensuring follow-up of recommendations.
- Participates in fundraising.



## SUMMARY OF KEY ACTIVITIES

**TITLE:** Licensed Practical Nurse

**JOB NUMBER:** 150

### **JOB PURPOSE:**

Provides nursing services to residents in accordance with the scope of practice as defined by the Association of New Brunswick Licensed Practical Nurses.

### **KEY ACTIVITIES:**

#### **A - Resident Care**

- Provides assistance to residents in activities of daily living such as bathing and toileting.
- Administers medications as per order and documents on medical records as per protocol.
- Provides guidance and direction to other care team members.
- Transfers and positions residents using proper body mechanics and equipment such as mechanical lifts and transfer belts.
- Responds to resident call bells.
- Assists residents at meal time including tray set-ups, feeding and supervision of residents.
- Monitors resident's food, fiber and fluid intake and assists as necessary.
- Follows established bowel care routine such as administration of suppositories, enemas and ostomy care.
- Communicates with residents, families, team members, health care professionals and/or other departments within the nursing home concerning resident's needs.
- Assists residents with prosthetics, hearing aids, mobilization, range of motion and exercises.
- Transports residents to and from in-house activities, such as meals and pastoral events.
- Administers tube feeding as per order.
- Performs and records glucose monitoring.
- Provides catheterization and catheter care.
- Collects specimens such as sputum, urine and stools.
- Provides palliative care to the residents and support to the families.
- Provides post mortem care.
- Obtains and records resident's weight.
- Monitors and calibrates oxygen therapy as ordered.

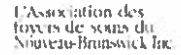
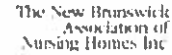
### B - Assessment and Documentation

- Performs wound/skin assessments and initiates the appropriate treatment in collaboration with the Registered Nurse.
- Assesses, monitors and documents resident's health condition and behavior; reports findings to Registered Nurse.
- Evaluates resident safety needs in consultation with the Registered Nurse and multidisciplinary team.
- Participates in meetings such as multidisciplinary team and quality program by providing information and ensuring follow-up of recommendations.

### C- Other Duties

- Maintains a clean and tidy environment for residents such as cleaning tubs, basins, bedpans, urinals, wheelchairs and other resident equipment.
- Replenishes supplies such as incontinent products, laundry and linen carts.
- Assists residents with packing and unpacking of belongings upon admission and transfers.
- Collects garbage and disposes of waste.

December, 2008



## SUMMARY OF KEY ACTIVITIES

**JOB TITLE:** Seamstress

**JOB NUMBER:** 225

### **JOB PURPOSE:**

Provides minor alterations and repairs for resident's and/or nursing home clothing/linens.  
Provides laundry services for residents and/or nursing home.

### **KEY ACTIVITIES:**

#### **A – Seamstress Duties**

- Inspects clothing for stains and repairs clothing/linens.
- Alterations of resident's clothing and/or nursing home items.
- Sews specialty items.

#### **B – Clean Laundry Duties**

- Loads wet laundry in drying machines.
- Unloads, sorts and folds clothing/linens from drying machines.
- Irons residents and/or nursing home clothing and linens.

#### **C - Distribution Duties**

- Prepares and delivers carts with residents clothing and linen to the designated areas.

#### **D – Other Laundry Duties.**

- Labels residents items.
- Communicates with residents, team members and families in the nursing home regarding seamstress and laundry needs.
- Cleans and maintains laundry equipment such as commercial and industrial washing/drying machines and labeling machines.
- Monitors chemical levels for washing machines.
- Completes laundry check list.
- Maintains a clean and tidy work area.
- Receives stock and maintains inventory of supplies for laundry department.



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## SUMMARY OF KEY ACTIVITIES

**JOB TITLE: Rehabilitation Assistant**

**JOB NUMBER: 250**

### **JOB PURPOSE:**

Provides rehabilitation support to the resident's autonomy in collaboration with a team of health care professionals.

### **KEY ACTIVITIES:**

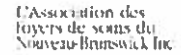
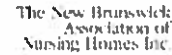
#### **A – Rehabilitation Activities**

- Assesses and identifies the rehabilitation needs of the residents.
- Assists in development of treatment plans to meet resident's needs such as positioning, mobilizing, feeding and hearing.
- Implements and participates in personalized rehabilitation programs in collaboration with health care professionals, to enhance and maintain resident's autonomy.
- Completes and carries out requisitions of health care professionals.
- Communicates and provides guidance to staff pertaining to the rehabilitation programs regarding hearing, mobilization, positioning and feeding of residents.
- Modifies and adapts individual treatments in accordance with resident's status as established by health care professionals.
- Documents and communicates with health care professionals regarding treatment provided to residents.
- Communicates progress with residents and/or families regarding rehabilitation programs.

#### **B- Administrative Duties**

- Maintains inventory and an identification system for equipment related to rehabilitation program.
- Maintains rehabilitation equipment.
- Communicates with suppliers to obtain quotes regarding rehabilitation equipment.
- Participates in meetings such as multidisciplinary team and quality program, by providing information and ensuring follow-up of recommendations.

December, 2008



## SUMMARY OF KEY ACTIVITIES

**JOB TITLE:** Laundry Attendant

**JOB NUMBER:** 277

### **JOB PURPOSE:**

Provides laundry services for residents and/or nursing home.

### **KEY ACTIVITIES:**

#### **A - Soiled Laundry Duties**

- Retrieves soiled clothes and/or linens from designated areas.
- Sorts, weighs and records soiled laundry and loads washing machines.
- Presoaks stained items.

#### **B - Clean Laundry Duties**

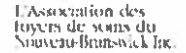
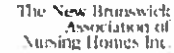
- Sorts, weighs and records clean laundry and loads drying machines.
- Unloads, sorts and folds clothes/linens from drying machines.
- Inspects clothes/linens for stains and/or minor repairs needed.
- Irons residents and/or nursing home clothing and linens.

#### **C - Distribution Duties**

- Prepares and delivers carts with residents clothing and linen to the designated areas.

#### **D - Other Laundry Duties**

- Operates, cleans and maintains laundry equipment such as commercial and industrial washing/drying machines.
- Monitors and refills laundry products for washing machines.
- Maintains a clean and tidy work area.
- Communicates with residents, team members and families in the nursing home regarding laundry needs.
- Prepares rags and distributes to various departments.
- Orders, receives stock and maintains inventory of supplies for laundry department.
- Labels residents items.
- Completes departmental flow sheets.



## SUMMARY OF KEY ACTIVITIES

**JOB TITLE: Resident Attendant**

**JOB NUMBER: 300**

### **JOB PURPOSE:**

Provides resident focused care as part of an interdisciplinary team.

### **Key Activities**

#### **A- Resident Care**

- Provides assistance to residents in activities of daily living such as bathing, and bowel care.
- Assists residents at meal time including tray set-ups, feeding and supervision of residents. Verifies individual diet guidelines are followed.
- Responds to residents call bells.
- Monitors residents' food, fiber and fluid intake.
- Prepares and distributes resident snacks.
- Assists residents with mobilization, range of motion and exercises.
- Transfers and positions residents using proper body mechanics and equipment, such as mechanical lifts and transfer belts.
- Transports residents to and from in-house activities, such as meals and pastoral events.
- Obtains and records resident weight.
- Provides incontinent care, basic catheter and ostomy care.
- Collects specimens such as sputum, urine and stools.
- Provides post mortem care.
- Communicates with residents, families, team members and health care professionals and/or other departments within the nursing home concerning resident's needs.
- Participates in meetings such as multidisciplinary team and quality program, by providing information and ensuring follow-up of recommendations.
- Performs the following in collaboration with Licensed Practical Nurse or Registered Nurse:
  - Applies simple dressings, creams and ointments.
  - Provides palliative care to the residents and support to the families.
  - Monitors, documents and reports changes in residents health, condition and/or behaviour.
  - Evaluates and maintains resident safety needs.

**B- Other Duties**

- Maintains a clean and tidy environment for resident such as cleaning tubs, bedpans, basins, urinals, wheelchairs and other resident equipment.
- Replenishes supplies such as incontinent products, laundry and linen carts.
- Assists residents with packing and unpacking of personal belongings upon admission and transfers.
- Assists in distribution of resident clothing.
- Collects garbage and disposes of waste.

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## SUMMARY OF KEY ACTIVITIES

**JOB TITLE: Environmental Attendant**

**JOB NUMBER: 350**

### **JOB PURPOSE**

Maintains a safe and clean environment within the nursing home.

### **KEY ACTIVITIES:**

#### **A - Cleaning Duties**

- Cleans resident's rooms such as dusting, washing windows, bed frames, wiping walls and furniture.
- Cleans resident's bathroom such as wiping sinks, toilets, commodes, mirrors and floor.
- Cleans floors such as sweeping and scrubbing using appropriate equipment.
- Communicates with other departments, residents and families regarding housekeeping services provided.
- Collects garbage and disposes of waste.
- Cleans common areas and other designated areas.
- Disinfects and thoroughly cleans room upon transfer or discharge
- Cleans equipment such as commodes, wheelchairs and mechanical lifts.
- Disinfects and thoroughly cleans isolation rooms using proper procedures.
- Completes assigned scheduled cleaning.

#### **B- Other Duties**

- Replenishes supplies such as soap, paper towel, toilet tissues and gloves.
- Completes requisitions for damaged equipment or property.
- Documents departmental flow sheets.
- Prepares cleaning products by following proper procedure.
- Rearranges or transfers furniture and/or equipment as needed.
- Provides assistance at meal time by transporting residents.



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## SUMMARY OF KEY ACTIVITIES

**JOB TITLE: Environmental Lead Attendant**

**JOB NUMBER: 400**

### **JOB PURPOSE:**

Coordinates workflow within the housekeeping department. Provides a clean, sanitary and safe environment within the nursing home.

### **KEY ACTIVITIES**

#### **A - Administrative Duties**

- Coordinates and schedules designated staff.
- Performs and maintains departmental audits and reports.
- Communicates with other departments, residents and families regarding housekeeping services provided.
- Monitors and documents inventory.
- Recommends and orders supplies.

#### **B- Cleaning Duties**

- Cleans resident's rooms such as dusting, washing windows, bed frames, wiping walls and furniture.
- Cleans resident's bathrooms such as wiping sinks, toilets, commodes, mirrors and floor.
- Cleans floors such as sweeping and scrubbing, using appropriate equipment.
- Cleans hallways, common areas and other designated areas.
- Collects garbage and disposes of waste.
- Disinfects and thoroughly cleans rooms upon transfer or discharge.
- Cleans equipment such as commodes, wheelchairs and mechanical lifts.
- Disinfects and thoroughly cleans isolation rooms using proper procedures.
- Completes assigned scheduled cleaning.

#### **C- Other Duties**

- Replenishes supplies such as soap, paper towel, toilet tissues and gloves.
- Completes requisitions for damaged equipment or property.
- Documents departmental flow sheets.
- Prepares cleaning products by following proper procedures.
- Rearranges or transfers furniture and/or equipment as needed.



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## SUMMARY OF KEY ACTIVITIES

**JOB TITLE** Dietary Attendant

**JOB NUMBER:** 450

### **JOB PURPOSE:**

Provides food services and assists with preparation and distribution of food and beverages for the nursing home.

### **KEY ACTIVITIES:**

#### **A - Food Preparation**

- Prepares food for breakfast, lunch, supper and nutritional snacks.
- Assists the cook with cooking procedures.
- Prepares supplemental beverages according to individual diets and needs such as high calorie and protein beverages.
- Monitors and documents food and refrigeration temperatures.

#### **B - Food Distribution**

- Assembles trays for dietary carts.
- Arranges place settings for dining room.
- Portions and serves meals to residents according to assigned diets.
- Distributes and retrieves dietary carts to and from designated areas.
- Supervises and assists residents at meal times.
- Serves meals to staff and visitors.

#### **C - Cleaning Duties**

- Disassembles food carts and trays.
- Clears off and pre-soaks dishes and utensils.
- Washes pots and pans.
- Loads and unloads dishwasher.
- Stacks and stores clean dishes in designated areas.
- Cleans/sanitizes kitchen and dining room areas, surfaces, equipment and floors.
- Collects garbage and disposes of waste.

#### **D- Other Duties**

- Communicates with residents, families, team members, health care professionals and departments within the nursing home concerning dietary needs.
- Documents departmental flow sheets such as temperatures, requisitions and cleaning schedule.
- Receives, stocks and rotates food supplies.
- Caters for special functions such as Meals on Wheels and holiday events.
- Posts menus in designated areas such as nursing stations, resident's trays and menu boards.
- Operates dietary equipment such as ovens, meat slicer, dishwasher, and steam table.
- Delivers soiled linen to laundry department.
- Monitors and/or manages dietary sales such as meal tickets and meal purchases.
- Provides assistance at meal times by transporting residents.



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## SUMMARY OF KEY ACTIVITIES

**JOB TITLE: Lead Cook**

**JOB NUMBER: 650**

### **JOB PURPOSE:**

Supervises the operation and preparation of food and dietary services for the nursing home.

### **KEY ACTIVITIES:**

#### **A - Administrative Duties**

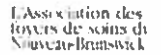
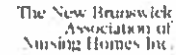
- Supervises and delegates duties to dietary staff.
- Arranges staff replacement.
- Participates in staff evaluations.
- Participates in hiring staff.
- Communicates with residents, families, team members, health care professionals and departments within the nursing home concerning dietary needs.
- Orders, receives, stocks and maintains inventory of supplies.
- Monitors and/or manages dietary sales such as meal tickets and meal purchases.

#### **B - Meal Preparation**

- Plans and modifies menus and residents diets.
- Prepares and cooks meals according to planned menus and requisitions.
- Prepares and monitors special diets such as allergies, gluten free, low-calorie and high fiber.
- Prioritizes food preparation and cooking tasks within established timeframe.
- Bakes items such as desserts and breads.
- Monitors and documents food and refrigeration temperatures.
- Monitors and documents resident's diets.
- Portions and serves meals to residents according to assigned diets.
- Caters for special functions such as Meals on Wheels and holiday events.
- Practices safe handling of food as required by Public Health standards such as storing and dating.

#### **C - Other Duties**

- Cleans and sanitizes kitchen equipment and surface areas such as grill and ovens.
- Operates kitchen equipment such as ovens, meat-slicer, and steam table.



## SUMMARY OF KEY ACTIVITIES

**JOB TITLE:** Cook

**JOB NUMBER:** 600

### **JOB PURPOSE:**

Organizes, prepares, cooks and distributes food and beverages for the nursing home.

### **KEY ACTIVITIES:**

#### **A - Administrative Duties**

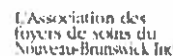
- Coordinates and delegates duties to dietary staff.
- Communicates with residents, families, team members, health care professionals and departments within the nursing home concerning dietary needs.
- Monitors and/or manages dietary sales such as meal tickets and meal purchases.
- Arranges staff replacement.
- Orders, receives, stocks and maintains inventory of supplies.

#### **B - Meal Preparation**

- Prepares and cooks meals according to planned menus and requisitions.
- Prepares and monitors special diets such as allergies, gluten free, low calorie and high fiber.
- Prioritizes food preparation and cooking tasks within established timeframe.
- Bakes items such as desserts and breads.
- Monitors and documents food and refrigeration temperatures.
- Monitors and documents resident's diets.
- Portions and serves meals to residents according to assigned diets.
- Serves meals to staff and visitors.
- Caters for special functions such as Meals on Wheels and holiday events.
- Practices safe handling of food as required by Public Health standards such as storing and dating.

#### **C - Other Duties**

- Cleans and sanitizes kitchen equipment and surface areas such as grill and ovens.
- Operates kitchen equipment such as ovens, meat-slicer, dishwasher and steam table.



## SUMMARY OF KEY ACTIVITIES

**JOB TITLE:** Maintenance Utility

**JOB NUMBER:** 710

**JOB PURPOSE:**

Maintains a clean and functional environment within an assigned area of the nursing home.

**KEY ACTIVITIES:**

**A – Maintenance Duties**

- Performs building maintenance and minor repairs such as painting, plastering and assembling equipment.
- Performs preventative maintenance checks on equipment.
- Refers work requiring maintenance repair to appropriate sources.
- Communicates with residents, team members and families regarding maintenance needs.
- Performs building and grounds maintenance such as mowing lawns, planting flowers, snow removal and washing windows.

**B – Cleaning Duties**

- Arranges and transfers furniture.
- Strips, waxes, buffs and seals floors using floor care machines.
- Vacuums, spot cleans and shampoos carpets
- Cleans and sanitizes assigned areas, surfaces and equipment.
- Sweeps, scrubs, and mops floors.
- Receives and stocks supplies.
- Collects garbage and disposes of waste.
- Completes assigned scheduled cleaning.



## SUMMARY OF KEY ACTIVITIES

**JOB TITLE:** Dietary Utility

**JOB NUMBER:** 720

**JOB PURPOSE:**

Maintains a clean and functional environment within the food service area.

**KEY ACTIVITIES:**

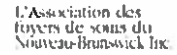
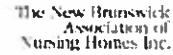
A – Dietary Duties

- Assists in preparing, serving and distributing food and beverages.
- Assists with washing dishes and utensils.
- Checks and records temperatures.
- Receives and stocks and rotates supplies such as grocery products.
- Performs preventative maintenance checks on equipment.
- Refers work requiring maintenance repair to appropriate sources.
- Communicates with residents, team members and families regarding dietary needs.

B – Cleaning Duties

- Cleans dietary equipment such as pots, pans, ovens and fans
- Cleans and sanitizes assigned areas and surfaces.
- Sweeps, scrubs, and mops floors.
- Collects garbage and disposes of waste.
- Completes assigned scheduled cleaning.

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## SUMMARY OF KEY ACTIVITIES

**JOB TITLE:** Power Engineer

**JOB NUMBER:** 810

### **JOB PURPOSE:**

Operates and maintains all utility systems and auxiliary equipment requiring a fourth class power engineer license. Performs upkeep and maintenance of equipment, buildings and grounds.

### **KEY ACTIVITIES:**

#### **A - Engineering Duties**

- Operates utility systems throughout the nursing home such as water, ventilation and boilers.

#### **B - Preventative Maintenance**

- Performs preventative maintenance procedures on building and mechanical equipment on a scheduled basis such as inspecting belts, checking fluid levels, replacing filters and seals on the following systems:
  - Boiler heating
  - Water
  - Air handling units/ventilation
  - Sprinkler and alarm systems

#### **C - Documentation Duties**

- Completes daily, monthly and annual engineering records such as chemical readings.
- Maintains records on completed repairs and maintenance procedures.

#### **D - General Duties**

- Assists contractors working within the nursing home.
- Performs inspections, preventative maintenance and repairs on nursing home equipment such as grounds equipment, ovens, air conditioners, and electric beds.
- Maintains buildings and grounds such as snow removal and lawn care.
- Receives stock and supplies.
- Ensures compliance of fire drills and emergency safety.

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## SUMMARY OF KEY ACTIVITIES

**JOB TITLE:** Maintenance Supervisor

**JOB NUMBER:** 850

### **JOB PURPOSE:**

Supervises assigned personnel in the nursing home. Performs preventative maintenance and repairs on nursing home buildings, mechanical equipment and utility systems.

### **KEY ACTIVITIES:**

#### **A – Administrative Duties**

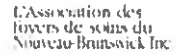
- Supervises assigned personnel.
- Performs administration duties such as staff scheduling and submitting employee hours for payroll.
- Monitors and assists contractors working within the nursing home.
- Obtains estimates for supplies, repair parts and orders parts as needed.
- Completes daily, monthly and annual maintenance records such as fire drills and requisitions.
- Maintains records on completed repairs and maintenance procedures.
- Receives stock and maintains inventory of supplies.

#### **B- Maintenance Duties**

- Maintains building(s) and grounds such as mowing lawns, planting flowers, snow removal and washing windows.
- Performs preventative maintenance procedures on building and mechanical equipment on a scheduled basis such as inspecting belts, checking fluid levels, replacing filters and seals.
- Performs building maintenance and repairs such as painting, plastering and assembling equipment.
- Performs repairs of nursing home equipment such as ovens, air conditioners and wheelchairs.
- Performs basic plumbing and electrical services such as replacing faucets and repairing electrical beds.
- Operates and services nursing home equipment such as tractors, vehicles and lawn mowers.
- Collects garbage and disposes of waste.
- Sets up chairs and tables or other equipment for facility functions.
- Communicates with other departments, team members, residents, and families regarding maintenance needs.

#### **C - Security and Safety Measures**

- Responds to emergency maintenance requests.
- Plans, coordinates and ensures compliance of fire drills and emergency safety measures.
- Conducts security alarm checks.



## SUMMARY OF KEY ACTIVITIES

**JOB TITLE:** Office Clerk

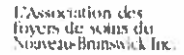
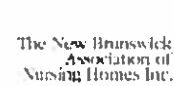
**JOB NUMBER:** 875

**JOB PURPOSE:** Provides clerical support to the nursing home.

### KEY ACTIVITIES:

#### A - Clerical Duties

- Maintains and updates residents and nursing home information such as care plans, evacuation lists, review and archiving of resident's charts.
- Answers phones, provides information, transfers call, takes messages and greets the general public.
- Operates office equipment such as computers, fax machine, photo copier and communication systems.
- Performs duties such as filing, typing, letters, memos, job postings, policies and procedures.
- Assists in the resident admission process such as preparing documents and providing information to families.
- Files and maintains records such as documents for archiving, admission and discharge documents.
- Updates work schedule and arranges staff replacement.
- Schedules appointments, arranges for transportation and contacts families.
- Prepares various requisition and forms.
- Orders, receives and stock supplies.
- Prepares and encodes information from physician visits for billing process.
- Prepares and updates reports such as 20/40/40 staff ratio, employee leave reports, payroll and department lists.
- Restocks nursing home documents and forms.
- Communicates with other departments, team members, residents and families.
- Completes and updates daily planner such as routine glucose testing and clinical tests.
- Organizes resident's charts for physician's visits.



## SUMMARY OF KEY ACTIVITIES

**JOB TITLE: Maintenance Attendant**

**JOB NUMBER: 880**

### **JOB PURPOSE:**

Performs preventive maintenance and repairs on nursing home buildings, equipment and utility systems.

### **KEY ACTIVITIES:**

#### **A – Maintenance Duties**

- Performs preventive maintenance on buildings and equipment on a scheduled basis such as inspecting belts, checking fluid levels, repairs or replacing defective parts on nursing home equipment.
- Performs building maintenance and repairs such as painting, plastering and assembling equipment.
- Maintains building grounds such as mowing lawns, planting flowers, snow removal and landscaping.
- Performs minor equipment repairs on various equipment such as ovens, air conditioners and wheelchairs.
- Performs basic plumbing and electrical duties such as replacing faucets and repairing electrical beds.
- Operates and services nursing home equipment such as tractors, vehicles, lawn mowers and nursing home van.
- Orders, receives and stocks supplies.
- Assists contractors working within the nursing home.
- Sets up chairs and tables or other equipment for facility functions.
- Collects garbage and disposes of waste.

#### **B - Security and Safety Measures**

- Coordinates and ensures compliance of fire and emergency safety measures.
- Conducts security alarm checks.

#### **C – Documentation**

- Completes daily, weekly and monthly maintenance records such as fire drills and requisitions.
- Maintains records on completed repairs and maintenance procedures.



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## SUMMARY OF KEY ACTIVITIES

**JOB TITLE:** Administrative Clerk

**JOB NUMBER:** 900

### **JOB PURPOSE:**

Provides administrative, financial and clerical support to the nursing home.

### **KEY ACTIVITIES:**

#### **A – Administrative and Financial Duties**

- Maintains accounts receivable and accounts payable. Processes month end reports.
- Monitors comfort trust withdrawals, account balances and reports.
- Prepares payroll and all related documents such as records of employment, T4's, manual cheques and submits reports for processing.
- Receives payments, issues receipts and deposits accordingly.
- Maintains purchase of meal tickets and petty cash.
- Prepares monthly and annual financial statements.
- Assists financial auditor with year end.
- Prepares monthly statements and mail outs.
- Receives, processes and updates employee benefit records such as pension and group insurance.
- Updates and maintains employee vacation, sick and statutory holiday records.

#### **B – Clerical Duties**

- Compiles, maintains and updates personnel files.
- Receives telephone calls and redirects to appropriate departments.
- Greets the general public.
- Operates office equipment such as computers, fax machine and communication systems.
- Files and maintains records such as resident admissions and discharge reports.
- Compiles documents for archiving.
- Communicates with other departments, team members, residents and families.
- Orders and maintains inventory of office supplies and equipment.
- Attends meetings and records minutes.
- Arranges staff replacement.
- Updates lists such as resident master list, seniority list and employee phone number list.
- Receives, sorts and distributes mail.



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## JOB SUMMARY

**JOB TITLE:** Nursing Unit Clerk

**JOB NUMBER:** 1000

### **JOB PURPOSE:**

Provides clerical support to the care department.

### **KEY ACTIVITIES:**

#### **A – Clerical Duties**

- Prepares and maintains resident's charts and care plans.
- Operates office equipment such as computers, fax machine and communication systems.
- Receives telephone calls for care department.
- Updates work schedule and arranges staff replacement.
- Files and maintains records such as admission and discharge documents.
- Communicates with other departments, team members, healthcare professionals, residents and families.
- Prepares various reports such as 20-40-40 staff ratio, employee leave reports and payroll.
- Makes appointments and arranges transportation for residents.
- Prepares various requisitions and forms.
- Prepares notification of meetings, and records minutes.
- Organizes resident's charts for physician visits.
- Type's letters and memos.
- Orders, stocks and maintains inventory of care department.



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## SUMMARY OF KEY ACTIVITIES

**JOB TITLE:** Floor Aide

**JOB NUMBER:** 1025

**JOB PURPOSE:**

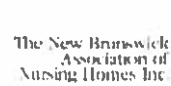
To provide assistance with lunch and meal services during evening hours.

**KEY ACTIVITIES:**

A - General Duties

- Prepares and serves residents snacks and beverages.
- Verifies that meals served are consistent with resident's diet.
- Assists residents at mealtime including tray set-ups, feeding and supervision.
- Transports residents to and from meals and other in-house activities.
- Maintains a clean and tidy dining area.

December, 2008



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## SUMMARY OF KEY ACTIVITIES

**JOB TITLE:** Electrician/Maintenance Supervisor

**JOB NUMBER:** 1050

### **JOB PURPOSE:**

Supervises assigned personnel in the nursing home. Performs electrical and general maintenance and repairs on nursing home buildings, equipment and systems within the scope of a licensed construction electrician.

### **KEY ACTIVITIES:**

#### **A – Administrative Duties**

- Plans, organizes and supervises the daily operations of the maintenance department.
- Performs duties such as staff hiring, scheduling, performance reviews and submitting employee hours for payroll.
- Provides direction to contractors to ensure quality of work performed.
- Prepares tenders, obtains estimates, and makes recommendations regarding maintenance projects in the nursing home.
- Oversees the ordering of supplies and parts.
- Receives stock and maintains inventory of supplies.
- Maintains records such as completed repairs and maintenance procedures.
- Develops, updates and maintains departmental policies and procedures.

#### **B- Electrical Duties**

- Tests, installs and repairs electrical equipment such as ceiling lifts, circuit breakers, panels, motors, kitchen equipment.
- Oversees the preventative maintenance program on electrical and mechanical equipment such as roof top ventilation units, fans, mechanical lifts, and ceiling lifts.

### C- Maintenance Duties

- Maintains building(s) and grounds such as mowing lawns and snow removal.
- Performs preventative maintenance procedures on building and mechanical equipment on a scheduled basis such as inspecting belts, checking fluid levels, replacing filters and seals.
- Performs building maintenance and repairs such as painting, plastering and assembling equipment.
- Performs repairs of nursing home equipment such as ovens, air conditioners and wheelchairs.
- Performs basic plumbing and electrical services such as replacing faucets and repairing electrical beds.
- Operates and services nursing home equipment such as tractors, vehicles and lawn mowers.
- Collects garbage and disposes of waste.
- Sets up chairs and tables or other equipment for facility functions.
- Communicates with other departments, team members, residents, and families regarding maintenance needs.
- Performs basic plumbing services such as repairing leaks, faucets and clearing drains.
- Responds to emergency maintenance requests.

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## SUMMARY OF KEY ACTIVITIES

**JOB TITLE:** Environmental Utility

**JOB NUMBER:** 1450

### **JOB PURPOSE:**

Maintains a clean and functional environment within an assigned area of the nursing home.

### **KEY ACTIVITIES:**

#### Housekeeping Duties

- Sweeps, scrubs, and mops floors; strips, waxes, buffs and seals floors using heavy floor care machines.
- Vacuums, spot cleans and shampoos carpets.
- Cleans and sanitizes assigned areas, surfaces and equipment.
- Collects garbage and disposes of waste.
- Performs duties such as replacing light bulbs, hanging pictures, painting and assembling office equipment and furniture.
- Arranges and transfers furniture such as tables and chairs for facility functions.
- Communicates with residents, team members and families regarding housekeeping needs.
- Receives and stocks supplies.
- Transports laundry carts
- Performs grounds maintenance.
- Completes assigned scheduled cleaning.

December, 2008