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# Example of Care Assistant Job Description

Our innovative and growing company is searching for experienced candidates for the position of care assistant. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don’t fill all of the qualifications, you may still be considered depending on your level of experience.

## Responsibilities for care assistant

* Adherence to HCP Policies and Procedures
* Actively participates in planning and implementing recreation/socialization programs
* Assists with positioning, transferring, and ambulating participants as directed
* Takes all vital signs and obtains participant weight under supervision of nursing staff as assigned
* Assists with congregate meal service and feeds participants as needed
* Drives ADP facility bus as required when regular driver is unavailable
* Complete assigned duties in the culinary patient call center, providing services that meet the needs of patients and the division, company and regulatory standards
* Assure timely and accurate processing of all meal orders, tray tickets, and diet office reports
* Identify, trouble-shoot and resolve issues presented by customers in a timely manner
* Notify Manager or on-duty lead of any unresolved issue and request assistance as necessary

## Qualifications for care assistant

* Non-licensed graduate of a Registered Nurse or Licenses Vocational Nurse (LVN) program
* Successful completion of a Medical Assistant Program
* CNA license required
* Ability to engage in repetitive motions including movement of the fingers, hands and wrists
* Demonstrate service excellence principles in all interactions with patients, family members and caregivers
* Maintain the strictest confidentiality regarding patients according to policy and procedures