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# Example of Care Assistant Job Description

Our company is looking for a 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

* Manage specific IMDS processes, verbal complaints, liability claims and complex pass backs to satisfactory conclusion
* Challenge appropriately inconsistent adherence with IMDS process and policy
* Performs coordinative duties for healthcare team for discharge planning and facilitation
* Manage outbound calls, depending upon volume
* Gastrostomy
* PEG Meds and PEG Feed
* Assist in transporting residents to/from other rooms
* Assist with clerical work, , copying, filing, answering telephones appropriately, and delivering messages
* Assure clean, safe work/patient area and assist with maintenance of same
* Change bed linens routinely and when needed

## Qualifications for care assistant

* Knowledge of third party insurance authorization requirements, preferred
* Experience using case management and/or third party billing applications, preferred
* Focus on premier patient care
* Prior acute care experience in a hospital setting Highly Preferred
* Current California Certified Nurses Assistant (CNA)
* Basic Cardiac Life Support card.(BLS)