SENIOR INSTITUTIONAL AIDE

GENERAL STATEMENT OF DUTIES: Leads and participates in the work relating to the care of county home residents and institution quarters on a particular work shift; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: This is routine work involving the care of county home residents and their quarters in accordance with an established routine with the additional responsibility of acting as a work leader for employees of a particular work shift. Employees in this class perform a variety of simple repetitive tasks, some of which involve unpleasant conditions, and must exhibit patience and tact in dealing with the aged, many of whom are unable to care for themselves. The work involves ordinary building cleaning duties. The Senior Institutional Aide is expected to lead by example, display good judgment, train new employees and oversee the work of subordinate employees. Problems or unusual conditions are immediately brought to the attention of a higher-ranking employee. This employee works under the administrative direction of the Superintendent with responsibility for completion of assigned duties of the shift and coordination of various functions related to shift work. The incumbent does related work as required.

EXAMPLES OF WORK: (Illustrative only)
-Coordinates various functions related to shift work to assure completion of assigned duties of the shift;
-Reports activities to next shift;
-Maintains good communication between shifts;
-Maintains cooperative relationship with other departments;
-Reports any building maintenance problems to that department;
-Participates in the duties assigned to the shift and leads the work of other employees by example;
-Records and maintains all required documents, reports and forms;
-Baths, massages, feeds and dresses residents;
-Observes residents as they take medication and administers treatment upon specific instructions from superiors;
-Takes temperatures, pulses and respirations;
-Cleans residents' rooms and other sections of the institution as assigned;
-Makes residents' beds;
-Reports cases of illness to proper authority;
-Cleans and polishes silverware and other dining room utensils;
-Sends soiled clothing to laundry and checks it upon return;
-Mops and dusts wall and floor surfaces, windows, entranceways and hallways;
-Helps the blind and infirm to move about the institution;
-Assists in the preparation of light lunches and simple meals;
-Completes simple reports of ward activities;
-Continually observes conditions of the institution.

REQUIRED KNOWLEDGES, SKILLS AND ABILITIES: Good knowledge of the materials and processes involved in bathing, feeding, clothing, and caring for large groups of aged or infirm individuals; good knowledge of cleaning methods, materials, and equipment; patience; kindly attitude toward others; working knowledge of all systems of the home; ability to maintain satisfactory working relationship with county home staff; ability to understand and follow oral and written directions; thoroughness; industry, neat appearance; working knowledge of principles and practices of proprietary care; thorough knowledge of rules and regulations and policies of Herkimer County Department of Social Services and the Herkimer County Home for the Aged; physical condition commensurate with the demands of the job.

ACCEPTABLE EXPERIENCE AND TRAINING: Graduation from high school or possession of a high school equivalent diploma AND, **EITHER**

(A) Licensure by the State of New York as a Registered Professional Nurse; OR

(B) Licensure by the State of New York as a Licensed Practical Nurse and two years experience in the care of the elderly, sick or infirm; **OR**

(C) Successful completion of an approved nurse aide or nurse assistant program and three years of experience in the care of the elderly, sick or infirm; OR

(D) Any equivalent combination of training and experience.