INSTITUTIONAL AIDE

GENERAL STATEMENT OF DUTIES: Performs routine duties relating to the care of County Home residents and institution quarters; 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. 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. A number of the duties correspond to those of Hospital Aide but, in addition, much of the work involves ordinary building cleaning duties. Although an Institutional Aide is expected to display some initiative and judgment, unusual conditions or problems are immediately brought to the attention of a higher ranking employee.

EXAMPLES OF WORK: (Illustrative only)

-Bathes, 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, entrance ways 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: Some knowledge of the materials and processes involved in bathing, feeding, clothing, and caring for large groups of aged or infirm individuals; some knowledge of cleaning methods, materials, and equipment; ability to get along well with others; ability to understand and carry out simple oral and written instructions; patience; kindly attitude toward others; physical condition commensurate with the demands of the job.

ACCEPTABLE EXPERIENCE AND TRAINING: Graduation from high school or possession of a high school equivalency diploma **AND**

Either **(A)** Successful completion of an approved nurse aide or nurse assistant program;

Or **(B)** Six months of experience in the care of the elderly, sick or infirm;

Or **(C)** Any equivalent combination of training and experience.