

Unit Assistant from 7:00 am to 9:00 am M-F. We would start them in LTC and then 4 weeks later they would be in Rehab.

Day One & Two	Education with Jill. This would include things like Standard Precautions, learning how to read Care Cards, Proper bed making, proper pushing of wheel chairs, etc.
Day Three	Building Orientation and Tour
Day Four	Job Shadow CNA
Day Five	Start as UA
Weeks Two thru Four	Long Term Care UA
Weeks Five thru Nine	Rehab UA
Day One of Week Nine	Job Shadow RN
Day five of Week Nine	Certificate of completion presentation

Each week on Monday, Staff Development Director will meet with co-op and present them with weekly educational material (example: information on dementia). Each week on Friday Staff Development Director would meet with co-op and go over a questionnaire of learning from the week.

Unit Assistant Job Duties:

- Transport residents in wheelchairs to/from meals, activities.
- No lifting, but will push wheelchairs.
- Document meal in electronic system in takes, if necessary
- Make beds, change linen, stock rooms with linens.
- Assist with resident laundry on the unit – wash, dry, fold and put away
- Pass ice waters during the shift
- Assist with tray passing at meals, if necessary
- Spend 1:1 time with residents, as needed

This position **is not** allowed to do toileting or dressing, but can assist with personal grooming and transfers if the resident is in a wheelchair.

Uniform:

- Scrubs and comfortable walking shoes
- No long fingernails