

## STATE OF SOUTH DAKOTA CLASS SPECIFICATION

**Class Title: Household Coordinator**

**Class Code: 050703**

**Pay Grade: GH**

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### **A. Purpose:**

Supervises non-nursing staff assigned to a specific Resident Household to ensure coordination of resident care including food preparation, cleaning, daily living activities, recreational activities and events, and laundry in a household-type environment at the South Dakota State Veterans Home.

### **B. Distinguishing Feature:**

The Household Coordinator supervises and evaluates non-nursing staff assigned to a specific Resident Household to ensure coordination of resident care. The Household Coordinator must be Certified Nursing Assistant and Medication Aide trained.

The Certified Homemaker performs basic resident care, administers oral medications, assists with day to day resident and household activities, and assists licensed health care personnel in the provision of routine medical care. The Certified Homemaker must be Certified Nursing Assistant and Medication Aide trained.

The Homemaker performs basic resident care, housekeeping duties, and organizes resident activities. The Homemaker must be serve-safe and dining assist trained.

### **C. Functions:**

*(These are examples only; any one position may not include all of the listed examples nor do the listed examples include all functions which may be found in positions of this class.)*

1. Supervises subordinate staff to ensure that the objectives of the household unit are met.
  - a. Provides leadership, positive feedback, training, and work direction.
  - b. Approves leave requests.
  - c. Ensures appropriate staffing levels at all times.
  - d. Conducts performance reviews and completes performance documents.
  - e. Ensures adherence to the procedures, guidelines, and policies of the State Veterans Home.
2. Assists residents with personal care to include bathing, shaving, dressing, toileting, and related hygiene needs to ensure residents' cleanliness and health.
  - a. Ensures the prescribed resident care plan is followed.
  - b. Cooperates with all resident care staff to ensure appropriate care is maintained.
  - c. Maintains resident privacy at all times.
  - d. Assists residents in maintaining their highest level of functionality.
  - e. Assists and instructs residents in physical therapy programs to include stretching, range of motion, and ambulation.
  - f. Responds to resident care needs and requests for care.
3. Administers medications to residents to ensure medications are delivered appropriately and at proper times.
  - a. Follows nurse's or physician's orders from resident charts.
  - b. Checks to confirm medications are correct.
  - c. Ensures resident programs are carried out when administering medications.
  - d. Records medications administered on appropriate medical records and charts to ensure accurate record keeping.
4. Documents activities of daily living, food intake, behavior changes, and other activities of residents to ensure accurate information is kept and updated on each resident.
  - a. Observes, monitors, and reports resident behaviors to social workers or nursing staff.
  - b. Accurately completes charting of resident care, vital signs, and treatments.
  - c. Participates in admission and discharge actions.
  - d. Attends resident team care meetings.

- e. Accurately completes and updates medical records.
5. Coordinates resident activities and household needs including household schedule, daily activities and events, and activity plans to ensure activity opportunities are provided to residents.
    - a. Identifies, plans, and incorporates resident's interests into household activities.
    - b. Participates in the development of the household/facility activity calendar.
    - c. Provides accessibility assistance to residents for activities, events, and programs at the facility and in the surrounding area.
    - d. Performs a variety of miscellaneous tasks such as shopping, running errands, and distributing mail for the household/facility.
    - e. Manages the household budget.
    - f. Coordinates activity plans with Veterans Home Staff and community partners.
  6. Prepares and serves meals to ensure residents receive nutritious meals and snacks.
    - a. Follows proper food handling and preparation techniques.
    - b. Prepares dining area for meal service.
    - c. Determines resident food preferences.
    - d. Attends Serve-Safe and Dining Assist training.
    - e. Maintains food storage areas in a clean and organized manner.
    - f. Washes dishes, cleans countertops, and keeps kitchen area clean.
  7. Performs general housekeeping duties to ensure a clean and sanitary household environment.
    - a. Maintains a clean and sanitary household environment.
    - b. Reports any needed building/equipment repairs and safety concerns.
    - c. Makes beds and changes linens.
    - d. Cleans resident rooms and household common areas.
    - e. Washes, dries, and folds resident laundry.
    - f. Ensures cleaning equipment and supplies are properly stored when not in use.
  8. Performs other work as assigned.

**D. Reporting Relationships:**

The Household Coordinator position reports to the Director of Nursing and supervises Certified Homemakers and Homemakers.

**E. Challenges and Problems:**

Challenged to supervise subordinate staff, deal with unpredictable behavior of a diverse and aging resident population, lift residents as some are heavy, awkward to move, and totally non-ambulatory, administer medications and treatments to non-compliant or aggressive residents, encourage residents to carry out their own personal care tasks, and learn behavior that is typical of each resident. The incumbent is further challenged to understand medications, their use, adverse reactions, and interactions with other drugs.

Problems include maintaining adequate staffing levels; determining the best method to change the mood of an uncooperative resident; residents refusing medications; residents with feeding and respiratory problems that make it difficult to administer medications; positioning heavy residents; and determining how to encourage a resident to carry out activities of daily living such as self-feeding, toileting, and dressing.

**F. Decision-making Authority:**

Decisions made include drafting staff work schedules; deciding how to get a resident to accept his or her medication; whether or not to notify a nurse or other staff of a residents condition; positioning of residents in beds and wheelchairs; determining when a resident needs personal hygiene; what to do when a resident is abusive; and in what order to perform such direct care activities as bathing, feeding and dressing.

Decisions referred include determining the amount and type of medication to dispense, which treatments to

administer, determining if a resident should go to activities, determining the cause of resident injuries, dealing with unusual or difficult behavior problems, communicating with residents' relatives, and to whom and what is reported regarding injuries.

**G. Contact with Others:**

Daily contact with residents to provide direct care, with nurses, therapists, and others to receive instructions on patient care techniques and to provide observations on resident behavior; and occasional contact with friends and relatives when they are visiting the residents.

**H. Working Conditions:**

Incumbent works in a Veterans Home that provides continuous care to the sick and aged. This involves frequent kneeling, squatting, twisting, and bending as well as lifting and repositioning of residents who need assistance. The incumbent will also assist residents with personal care and hygiene tasks and work a variety of shifts.

**I. Knowledge, Skills and Abilities:**

Knowledge of:

- English grammar, spelling, and punctuation;
- arithmetic sufficient to add, subtract, multiply, and divide;
- basic human hygiene requirements;
- resident safety procedures and practices;
- procedures for documenting resident care;
- basic computer operation and software use;
- protective health measures;
- budget management and preparation.

Ability to:

- supervise;
- administer prescription drugs and medications;
- count accurately and record numerical and alphabetical data.
- compare information and recognize discrepancies;
- observe, recognize, and report abnormal physical symptoms;
- assist residents with personal care and hygiene needs;
- exercise tact and discretion in dealing with others;
- follow established policies and procedures;
- understand and apply instructions;
- use a computer and applicable data entry programs;
- communicate information clearly and concisely;
- lift 50 pounds.

**J. Licenses and Certifications:**

Must possess or be able to obtain a South Dakota Certified Nurse Aide certification within four months of hire date.

Must complete an approved medication aide course.

Must possess or be able to obtain serve-safe certification and successfully complete dining assist training.