

## **Job Posting: Notice of Vacancy**

La Salle County Nursing is hiring the following job classification.

**Classification:** Unit Attendant

**Location:** La Salle County

**Department:** La Salle County Nursing Home

1380 N 27Th Road

Ottawa IL 61350

**Work Week:** Part time

**Hours of Work:** Afternoon: 1130AM-8:00PM

See Job Description for Duties, Minimum Qualifications and Physical Demands

Interested persons should apply in person; applications are also available at the Business office.

La Salle County Nursing Home  
Attn: Carrie Becker, RN/DON  
1380 N 27th Road  
Ottawa IL 61350  
P: 815.433.0476  
F: 815.434.7141  
Or email: [cbecker@lasallemounty.org](mailto:cbecker@lasallemounty.org)

# LaSalle County

## Job Description



**Job title:** Unit Attendant

**Work Location:** LaSalle County Nursing Home

**Division/Department:** Nursing Department

**Reports to:** Director of Nursing/Assistant Director of Nursing

**Employment Classifications:**

Full-time  Part-time  
 Exempt  Nonexempt  
 Salaried  Hourly  
 Bargaining Unit

**Salary Grade:** \_\_\_\_\_

**Current Employee holding position is:**  
\_\_\_\_\_

**Essential Duties and Responsibilities:**

**The primary purpose of this position is to assist and provide routine daily room/unit care as well as assist with transportation of residents to medical appointments.**

- Must participate in mandation when appropriate as determined by rotation policy.
- Make all unoccupied beds by noon. Keep linens tight/free from wrinkles, not touching the floor with pillows on and tucked properly under the spread.
- Place bed in low position with call light within residents reach.
- Ensure resident's room is ready for new or readmits (bed made and in low position, doctors order checked for appropriate consistency of water, provided toiletries, and provide towel and washcloth.
- Empty urinals, rinse and place within reach.
- Empty bedside commodes, rinse and put away when necessary.
- Rotate clean water pitchers in and fill every morning, evening, and night.
- Supply the appropriate premixed thickened liquids at bedside and date. This is to be done every morning evening and night.
- Clean and tidy dressers and bedside tables. With resident's permission, tidy drawers and closets looking for any soiled clothing.
- Check the room for food items that need to be in proper containers.
- Keep personal care items stored in proper place.
- Answer call light and direct request to appropriate person.
- Stock resident's room with no more than one extra toiletry and label with initials. Fill soaps
- Stock linen carts in AM and again before you leave.
- Assist with transportation of residents to medical appointments.
- Perform related duties as assigned by supervisor.
- Maintain compliance with all company policies and procedures.
- Performs all job tasks within the rules and guidelines of the County's Safety Policy and Procedure Manual.

**Education and/or Work Experience Requirements:**

- Must have a High School diploma or equivalent.
- Meet with your nurse supervisor when you start your shift to inquire about any new admissions.
- Maintain a professional, warm, positive, and calm environment.
- Attend scheduled in-services
- Must be able to work as a team and independently.
- Report absences and if you are going to be arriving late to nurse supervisor.

**PHYSICAL DEMANDS:**

*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

This position requires sitting (1-2 hrs), standing/walking (5-8 hrs) and may experience frequent balancing, stooping, crouching, bending, pushing, pulling, twisting, squatting, and climbing; repetitive motion using wrists, hands and/or fingers in reaching and grasping movements. Defined Medium Work - Exerting up to 50 pounds of force occasionally, and/or up to 30 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects. Visual acuity needed to determine the accuracy, neatness and thoroughness of the work assigned or to make general observations.

**WORK ENVIRONMENT:**

*The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

The worker is subject to both environmental conditions; activities occur inside and outside. While performing the duties of this position, the employee is subject to normal consistent temperatures. This position may be subject to hazards such as moving mechanical parts, atmospheric conditions, working in close quarters that could cause claustrophobia and working in narrow aisles or passageways. The noise level in the work environment is moderate.

This job description is intended to describe the general nature and level of the work being performed by the person in this position. Principal duties and responsibilities are intended to describe those functions that are essential to the performance of this job, and "other" duties and responsibilities include those that are considered incidental or secondary to the overall purpose of this job.

This job description does not state or imply that the above are the only duties and responsibilities assigned to this position. Employees holding this position will be required to perform any other job-related duties or tasks as requested by management. All requirements are subject to possible modification in order to reasonably accommodate individuals with disabilities.

**LaSalle County reserves the right to modify, interpret, or apply this job description in any way the County desires. This job description is not intended nor should be construed to be an exhaustive list of all responsibilities, tasks, skills, efforts, working conditions, or similar behaviors, attributes or requirements associated with this position. The aforementioned job requirements are subject to change to reasonably accommodate qualified individuals with a disability.**

**This job description is not an employment contract, implied or otherwise. Except as otherwise provided by a collective bargaining agreement or applicable law, all employees are at-will. This job description is not intended to void, replace, or conflict with negotiated union contracts. To the extent a collective bargaining agreement conflicts with this job description, the collective bargaining agreement shall supersede and/or modify this job description.**

**I have read, reviewed and agree that this job description accurately reflects the position.**

**ACKNOWLEDGEMENT**

I have read or had explained the essential duties, responsibilities and minimum qualifications of this position for which I am expected to perform. I have reviewed the essential functions and work environment characteristics and I understand them completely.

**Print Employee Name:**

**Employee signature:**

**Date:**

**Supervisor signature:**

**Date:**