



JOB DESCRIPTION

Housing Specific Job Duties

- Demonstrates care for resident's personal belongings.
- Delivers Medline supplies to ALR as directed.
- Replenishes detergent and softener as needed. Notifies supervisor when more supplies are needed.
- Performs responsibilities according to the highest quality standards.

Job expectations for all Loretto employees:

- Promotes and role models the mission, values, vision and strategic goals of Loretto in all interactions with staff, peers, residents, family members, vendors and visitors. Treats people with dignity, professionalism and kindness.
- Demonstrates excellent internal and external customer service skills such as friendly greeting, making eye contact, listening attentively, responding in a timely manner, showing respect and empathy and acting as a role model for staff and peers.
- Demonstrates excellent work attendance, reliability and work ethics. Arrives at facility on time for assigned shift and prepared to work.
- Attends and actively participates in required meetings and training sessions including reorientation.
- Complies with established policies, procedures, and codes of conduct at all times (e.g., dress code policy).
- Adheres to all health and safety requirements, regulations, policies and procedures.
- Practices and teaches safety awareness. Identifies and reports or corrects any possible safety or environmental issues.
- Understands all HIPAA and other compliance & regulatory requirements associated with their role, including completion of required internal or external training/certifications.
- Performs a variety of related duties as assigned.

QUALIFICATIONS

- High School diploma, GED or ability to pass a written TABE test.
- Ability to read, write and comprehend the English language.
- Ability to follow simple oral and written directions.
- Customer service skills and diligence with regard to handling resident's clothing.

PHYSICAL REQUIREMENTS

- Ability to stand and walk constantly for duration of shift.
- Ability to lift up to 50 lbs.
- Ability to frequently stand, walk, push, pull, lift, grasp, climb, balance, stoop, kneel, crouch, reach, talk, hear, see and perform repetitive motions.

SCOPE & TYPE OF SUPERVISION:

- Supervised and monitored by Support Service Supervisors/Managers.

EMPLOYER'S DISCLAIMER:

- Non-essential job functions are subject to possible modification where necessary to reasonably accommodate qualified individuals with disabilities.



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- This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by their supervisor. Loretto reserves the right to modify position duties at any time, to reflect process improvements and business necessity.
- This document does not create an employment contract, implied or otherwise.

EMPLOYEE ACKNOWLEDGMENT

Employee Name: _____

Date: _____

(Please Print)

Employee Signature: _____

Reviewed/Revised	
Date reviewed/revised: 5/2018, 2/2019	By: T Schattinger, C Rosario
Date reviewed/revised:	By:

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