

## HallKeen Management- Assisted Living Community

**Job Title:** Companion

**Location:** Heywood Wakefield Commons Gardner, MA 01440

**Hours:** Full Time and Part Time Second Shift. Part Time First Shift

### **Job Summary:**

**All Applicants must be a Certified Nurse's Aide or Home Health Aide**  
Heywood Wakefield Commons a 78 unit assisted living community in Gardner MA is looking to add to our team of caring, dedicated individuals! We are accepting applications for Companion (cna or hha) full-time for second shift. This position is responsible for personal care, and medication assistance, laundry, and facility preparation. We are looking for friendly, caring, flexible, and team-oriented people. Reports to Resident Service Manager.

Full Time and Part Time Second Shift. Part Time First Shift

### **Duties and Responsibilities:**

- Provides personal care assistance to the residents (bathing, dressing and grooming) based on each resident's Service Plan.
- Provides Medication reminders according to state regulations.
- Informs supervisor of changes in the resident's condition and needs.
- Maintains a positive and professional environment and projects a calm and competent image.
- Serve meals in dining room, and clean up afterwards.
- Empty trash daily, and perform laundry weekly for residents on assignment.
- Respond to resident needs and requests.
- Maintain high level of confidentiality regarding residents, staff, and community.
- Work assigned hours on a daily/weekly basis. Regular, punctual attendance.
- Be available for on-call emergency situations.
- Demonstrate flexibility and willingness to help other staff whenever necessary.

### **Minimum Qualifications:**

- **All Applicants must be a Certified Nursing Assistant, or Home Health Aide**
- Able to read and write English proficiently.
- Able to add, subtract, multiply, and divide.
- CORI background check required

### **Required Behavior:**

- Appearance is neat, clean, and according to dress code.
- Able to demonstrate a high level of service delivery; does what is necessary to ensure customer satisfaction; deals with service failures and prioritizes customer needs.
- Able to clearly present information through the spoken word; reads and interprets complex information; talk and listen to residents, family members and other staff.

### **Physical Demands:**

- Physically able to move at least 40lbs.
- Physically able to push and pull equipment and furnishings.
- Physically able to stand and walk for long periods of time.

**If you are interested in applying or know someone to refer for the position please fax or e-mail resume to 978-632-8280 or Tmcmullen@hwcommons.com**