

HEALTH SUPPORT SPECIALIST SAMPLE JOB DESCRIPTION

Example 2

Job Title: Health Support Specialist

Department: Nursing

Reports To: Director of Nursing Services

Principal Purpose of the Job:

The purpose of this position is to provide care and services to the elder in a manner that considers the holistic needs of the individual.

Qualifications of position:

(Organization-specific information should go in this space)

Duties and Responsibilities:

1. Attend to residents in a manner that supports the desires and preferences of each individual.
2. Complete documentation accurately, timely and following policies and procedures.
3. Listen to resident and family complaints and report problems to appropriate person.
4. Assure residents have call lights at hand and answer call lights promptly.
5. Assure residents are given adequate assistance with personal and oral hygiene needs following facility's policies and procedures.
6. Assist residents with activities of daily living as documented in the residents' care plans.
7. Act as an advocate for each resident served assuring needs and desires are met.
8. Participate in the implementation of the individualized plan of care of assigned residents.
9. Assure residents are given adequate assistance with meals, nourishment and transportation to meal service area(s).
10. Hold spontaneous activities for individual and groups based on residents' desires and needs.
11. Assist in the preparation and serving of meals as appropriate.
12. Assist in light housekeeping activities to assure residents have clean and uncluttered spaces in which to live.
13. Observe Residents' Rights policies and procedures.
14. Observe all infection control procedures.
15. Assume accountability for data contained in the employees' handbook.
16. Perform other related duties as directed by his/her supervisor.

17. Come to work in neat, clean attire and consistently present an appropriate professional appearance.
 18. Come to work as scheduled and consistently demonstrate dependability and punctuality.
 19. Consistently work cooperatively with residents, residents' representatives, staff, physicians, consultants and ancillary service providers.
 20. All other duties as assigned.
 21. Other responsibilities to be filled in by the organization.
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I have read and understand the functions and requirements of this position. I understand that this is not to be considered as an exhaustive statement of duties, responsibilities or requirements and does not limit the assignment of additional duties for this position.

Employee Signature:

_____ Date: _____

Supervisor's Signature:

_____ Date: _____