Job Description

Title/Position: Unlicensed Assistive Personnel
Department: Apple Ridge
Reports To: RN, Assisted Living Manager, & Assisted Living Director
Days/Hours: PRN/As Needed
FLSA Status: Hourly Wage/Non-Exempt
Wage Scale: $17.00-$23.13
Reviewed: 05/2026

I. POSITION: This position is responsible for providing care and support to residents, including assisting with daily living activities, administering medication, communicating with nursing staff/director, and helping residents maintain their independence.

II. STANDARD REQUIREMENTS:

- Supports the mission, vision, and values that make us SHINE at Appleton Area Health.
- Adhere to AAH Code of Conduct
- Adhere to facility policies
- Supports, cooperates with, and implements specific procedures and programs for:
    - Safety, including universal precautions and safe work practices, established fire/safety/disaster plans, risk management, and security, report and/or correct unsafe working conditions, equipment repair, and maintenance needs.
    - Confidentiality of all data, including resident, employee, and operations data.
    - Quality assurance and compliance with all regulatory requirements.
    - Compliance with current law and policy to provide a work environment free from sexual harassment and all illegal and discriminatory behavior.
- Supports and participates in common teamwork:
    - Cooperates and works together with all co-workers; plans and completes job duties with minimal supervisory direction including appropriate judgment.
    - Uses tactful, appropriate communication in sensitive and emotional situations.
    - Follows up as appropriate with supervisor, co-workers, or residents regarding reported complaints, problems, and concerns.
    - Promotes positive public relations with residents, family members, and guests.
    - Completes requirements for in-service training, acceptable attendance, uniform dress codes including personal hygiene, and other work duties as assigned.

OTHER REQUIREMENTS:

- Must receive a “not disqualified” criminal background result from the Department of Human Services and may not be on the OIG exclusions list.
- Must be screened for TB.
- High school diploma or GED preferred.
- Must pass a drug test.

III. ESSENTIAL FUNCTIONS

- Assist the client with personal cares as identified in the assignment sheet/client care plan. These cares may include all or some of the following: assisting with dressing, grooming and oral cares; shampooing of hair; assisting with showering or bathing; rubbing with lotions; fingernail cares

and foot cares if instructed to do so by an RN; redirection of a confused client, and other cares as assigned.

- Assist in the use of hearing aids and glasses for clients.
- Medication reminders, assistance, or administration as delegated by RN.
- Take and record temperature, blood pressure, pulse, and respiration as instructed. Report changes or concerns to RN.
- Notify RN of any complaints or concerns raised by the client or the client's family or representative.
- Help each client to reach and maintain his/her highest level of performance and independence. Must promote clients' independence, not dependence, by offering choices and fostering self-help skills.
- Establish rapport with clients, lead clients in activities as assigned, and provide socialization and companionship to clients while performing assigned tasks.
- Assist with treatments as delegated by the RN according to the client's individualized care plan or with therapy tasks as assigned by a licensed health professional.
- Observe the client and report to the LPN or RN changes in the client's physical and emotional condition, such as a change in attitude, appearance, loss of appetite, weight, etc.
- Assist co-workers with daily responsibilities when needed.
- Organize and prioritize assigned work during scheduled shifts to complete assigned tasks.
- Is responsible for taking adequate supplies or equipment to the clients' homes that are needed to complete the assigned tasks.
- Document services provided accurately and consistently with agency policies and complete all required paperwork in a timely and legible manner.
- Attend required in-service training—at least 8 hours for every 12 months of employment as well as staff meetings and other agency events.
- Follow agency procedures for universal precautions when performing assigned tasks.
- Maintain a clean environment for clients. Dust, vacuum, mop, and other household chores as scheduled and assigned
- Checking blood glucose.
- Use validation techniques and/or appropriate diversion activities when dealing with clients with dementia.
- Follow the agency dress code and wear a name tag while at work and maintain good personal hygiene and grooming.
- Follow agency policies regarding safety rules and requirements and report any issues or concerns about your safety or any injuries immediately to the LPN or RN.
- Will be mandated to stay and work 4 hours before or after your shift if a shift is not covered for that day due to any number of reasons.
- Unlicensed Personnel will report to RN or Director of Assisted Living as their supervisors.
- Maintain the cleanliness of the kitchen/dining area, restocking food items, and maintenance of expired food/beverage items
- Ability to step in and serve meals, clean dishes, and provide positive dining experience for residents.

V. PHYSICAL AND MENTAL DEMANDS

For physical and mental demands of the position and environment, see the following description.

Physical and Mental Demands (The ADA requires employers to make reasonable accommodations for a person with a Disability. This information is needed to assist AAH in meeting these obligations).

PHYSICAL DEMANDS (FREQUENCY BASED ON AN 8-HOUR SHIFT)	NOT APPLICABLE	OCCASIONALLY 1-2.5 HR	FREQUENTLY >2.5-6 HR	CONTINUOUSLY >6-8 HR
STANDING				X
WALKING				X
SITTING		X		
REACHING ABOVE SHOULDERS			X	
REACHING AT WAIST LEVEL			X	
REACHING BELOW KNEE		X		
CLIMBING	X			
LIFTING ABOVE SHOULDER <10 LBS		X		
LIFTING ABOVE SHOULDER > 10 LBS		X		
LIFTING FROM FLOOR TO WAIST <10 LBS		X		
LIFTING FROM FLOOR TO WAIST 10-30 LBS		X		
LIFTING FROM FLOOR TO WAIST >30 LBS		X		
CARRY WAIST LEVEL <10 LBS		X		
CARRY WAIST LEVEL 10 - 30 LBS	X			
CARRY WAIST LEVEL TO 31 - 50 LBS	X			
CARRY WAIST LEVEL > 50 LBS	X			
PUSHING/PULLING < 20 LBS		X		
PUSHING/PULLING 21 - 75 LBS		X		
PUSHING/PULLING 76 - 150 LBS		X		
PUSHING/PULLING >150 LBS		X		
WRITING		X		
HEARING				X
SQUAT/KNEELING				X
REPETITIVE ACTIONS				X
KEYBOARDING		X		
DRIVING	X			
SPEAKING				X
SEEING/VISUAL				X

PHYSICAL ENVIRONMENT					
	NOISE		FUMES/GASES	X	CHEMICALS
	HEAT/COLD	X	HUMAN TISSUE/FLUIDS		BIOHAZARD MATERIALS
X	INFECTIOUS DISEASE		ANIMAL TISSUE/FLUIDS		DIRT
	MOVING MACHINERY		RADIATION		LASERS
	VIBRATION		WET/HUMID ENVIRONMENT	X	WORK INSIDE
	WORK OUTSIDE	X	TELEPHONE USAGE		
MENTAL DEMANDS					
X	FREQUENT PEOPLE CONTACT	X	FREQUENT INTERRUPTIONS	X	MULT. CONCURRENT TASKS
X	IRREGULAR WORK SCHEDULE	X	DECISION MAKING SKILLS	X	FREQUENT DEADLINES
	SUPERVISORY SKILLS	X	CONCENTRATION REQUIREMENT	X	ORGANIZATIONAL SKILLS
X	DETAILED WORK	X	ABILITY TO WORK INDEPENDENTLY	X	ABILITY TO WORK W/ OTHERS

SPECIAL CONSIDERATIONS/UNIQUE ENVIRONMENTS OR DEMANDS:

Disclaimer

The above statements are intended to describe the general nature of job duties and responsibilities typically assigned, identify the essential functions, and list the requirements of this job. They are not intended to be an exhaustive list of all supplemental duties, responsibilities, or non-essential requirements; nor should this document limit the supervisor's right to modify assignments as necessary. This document does not create a contract for employment.

Receipt and Acknowledgement

I acknowledge and understand that:

- Receipt of this job description does not imply nor create a promise of employment, nor an employment contract of any kind, and that my employment is at-will.
- The job description provides a general summary of the position in which I am employed, that the contents of this job description are job requirements, and, at this time, I know of no limitations which would prevent me from performing these functions with or without accommodation, I further understand that it is my responsibility to inform my supervisor at any time that I am unable to perform these functions.
- Job duties, tasks, work hours, and work requirements may be changed at any time.
- I have read and understand this job description.

I do/do not (please circle one) need accommodations under the Americans with Disabilities Act.

Employee's Name (Printed): _____

Employee Signature:_____

Effective Date: _____