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INTRODUCTION & INSTRUCTIONS

HOW TO USE THIS MANUAL

Introduction

Job descriptions should serve as a basis for discussion. Goal statements and job descriptions are the foundation for all performance evaluations. The job descriptions presented in this manual are those usually found in assisted living facilities. The format is designed to serve as a tool to document orientation to the position and subsequent performance evaluations. Facility policy determines the frequency of performance evaluations. The guidance in this manual provides a consistent approach to performance evaluations. Confirmation that the employee understands the function of the position is located on the bottom of each job description form.

The functions of each job description may be used as performance standards for the purpose of evaluation. Each facility has a unique approach to delegation of functions. The versatility of this manual will help you to develop job descriptions for your facility's unique staffing needs. Employees may be evaluated on the level of performance for each function of the position. An eManual is included with this printed manual. This permits you to add, delete, move or change any wording to meet the needs of the facility. eManual instructions can be found on page 241 of this manual; License Agreement found on pages 243 and 244.

Instructions:

All forms included in this manual should remain intact for future use.

Use photocopies of the original forms or print customized forms from the eManual.

To use this manual effectively, consider the following:

- Review all job descriptions and remove descriptions for those positions not needed. File these descriptions behind the Reference Material tab. These descriptions may be needed in the future.
- Review the functions and expectations of each position. Indicate whether each function is essential, marginal or not performed in your facility (see pages 7 and 8 for definitions of these terms). This designation will show compliance with the Americans with Disabilities Act (ADA). A separate form is provided on page 27 for additional ADA requirements.
- Make additions, deletions and revisions to meet the needs of the position as it is performed in your facility. Revisions may be made using the Microsoft® Word program on the eManual or manually on the blank lines provided at the end of each job description. Functions governed by licensure, registration or certification must be delegated to qualified individuals. Review of state law is strongly recommended when delegating functions related to direct resident care/services.
- Small facilities may delegate the functions of more than one position to a single individual. This is the purpose of indicating the full-time or part-time status in each job description.
- Review Federal, state and local requirements to ensure your revisions meet all requirements.

- Evaluation of performance based on the functions of each position should ensure that requirements are followed by all employees in the position. Evaluations should demonstrate equal opportunity for all employees.

How to Use the Reference Material Tab

A Reference Material tab is included at the end of this manual. This tab may be used to file job descriptions that do not apply to your facility staff at this time. It may also be used to file new local, state and Federal regulations and requirements.