



## CAREER OPPORTUNITY

**Job Title:**  
**FLSA Status:**  
**Reports To:**  
**Location:**  
**Number of Openings:**

**Auxiliary Aide**  
**On Call**  
**LTC Director**  
**Long Term Care**  
**3-5**

Pershing General Hospital is an Equal Opportunity Employer & Drug and Alcohol Free Workplace

All PGH positions are Safety Sensitive

### Position Overview

The Auxiliary Aide will be available to provide residents services that are not required to be provided by a licensed individual. Duties will include personal contact with a varying resident population and a varied work schedule that includes weekends, evenings, and holidays. Tasks involve stocking, passing water/snacks, empty trash cans, answer call lights and making sure they are within reach and notify staff to resident's needs, make beds, clean and organize closets and personal belongings, clean wheelchairs, etc. The auxiliary aide will report directly to the LTCD and nurse on duty.

### Qualifications

Manual dexterity and physical agility to operate all equipment and perform all procedures.

Multi-Tasking

Unencumbered NV driver's license preferred.

BLS certification within 90 days of hire.

### General Responsibilities

1. Exhibits behaviors that are consistent with the Mission, Philosophy, and Values of Pershing General Hospital and Nursing Home as well as the culture and objectives of Pershing General Hospital and Nursing Home. All employees are expected to work as needed in providing health and wellness services in the communities within Pershing General Hospital and Nursing Home.
2. Demonstrates effective skills with the communication, organization and management of assigned work.
3. Accountable for the ethical and legal responsibilities related to their scope of practice.
4. Performs clerical, receptionist and secretarial tasks including telephone skills.
5. Meal time assist which includes taking residents to the dining room, wheel assisted feeders to dining room, answering call lights while CNA's are assisting feeding, delivering room trays, open food packets, pass drinks, encourage residents to eat.
6. Stocking linen and supply carts
7. Completing daily rounds that include but not limited to passing water pitchers and snacks, stocking drawers in rooms with attends and wipes, empty trash, ensure call lights are within reach.
8. Answering call lights and notifying staff of resident needs if not within scope.
9. Additional duties include but not limited to making beds, cleaning and organizing resident closets, updating clothing lists, and wheelchair cleaning.
10. Other responsibilities and duties as assigned on occasion, based upon PGH need or requirements.
11. Wears identification while on duty. Adheres to dress code, appearance is neat and clean. Completes annual education requirements. Maintains regulatory requirements, including all state and federal regulations. Maintains and ensures patient confidentiality at all times. Reports to work on time and as scheduled. Attends annual review and performs departmental inservices. Works at maintaining a good rapport and a cooperative working relationship with physicians, departments and staff. Represents the organization in a positive and professional manner. Attends committee, QI and management meetings, as appropriate. Ensures compliance with policies and procedures regarding department operations, fire, safety, and infection control. Complies with all organizational policies regarding ethical business practices.

### How to Apply

Completed applications may be submitted to Human Resources, Lola Montes, Human Resources Director – [lmontes@pershinghospital.org](mailto:lmontes@pershinghospital.org)  
Qualified individuals being considered will be contacted for an interview.