

CRADLING HANDS PEDIATRIC CARE CORPORATION

PLAY ASSISTANT DESCRIPTION

The **Play Assistant** perform various patient care activities and related non professional services to care for the personal needs of patients, working under the supervision of the RN following center procedures. The Play Assistant assist our patients in all of the activities of daily living, including feeding, bathing, dressing, and interacting with them. Exercising good judgment, takes the initiative, and takes independent action to resolve issues as they arise.

DUTIES & RESPONSIBILITIES:

- Coordinate and take the initiative in executing monthly activity calendar.
- Responsible to set up art and craft project with children.
- Keep projects on schedule.
- Assist and work under the direction of the nursing team (RNs and LPNs) concerning child care activities.
- Reports any changes or concerns of patient to nurse. example (vomiting injury)
- Prepares to help with the feeding of children that can be fed by mouth without complications (PO feeds).
- Attends patient care conferences, communication meetings, and education and in-service programs offers by CHPCC.
- Cleans high chairs, exam table, patient equipment, change beds twice weekly and/or if requires changing due to soiling.
- Clean toys on daily basis.
- Labels necessary equipment, or clothing to keep organization, other necessary supplies.
- Maintains cleanliness in kitchen area during and after meals.
- Keep refrigerator & microwave clean – clean on a daily basis.
- Monitor expiration dates on patient's food supplies, label food supplies, report to nursing team following inventory check, so family will be notify on shortage of supplies.
- Assist children with potting training and changing of diapers.
- Supervise children in center area and outside play area.

- Takes inventory – store away or replace supplies where needed. Checks in delivered supplies and forward packing receipt to appropriate/designated party.
- Maintain procedures manual to ensure consistent performance of routines.
- Assists Office Manager with monitoring office supplies.
- Performs other related duties as required.
- Report to work as scheduled in accordance with CHPCC rules and regulation.
- Exercise good moral working environment and a positive team player.
- Maintain clean, neat and suitable attire – abide by the company’s dress code.
- Adheres to the confidentiality of patient and family information – Adhere to HIPAA policies.
- Position requires frequent bending, standing, pushing, pulling, stretching, lifting, communicating, keen listening, hearing, monitoring, sitting, carrying, and walking.

QUALIFICATIONS:

- Graduate of High School
- Experience of at least one year general care of children – infants, toddlers and children
- Current Cardiopulmonary Resuscitation (CPR) – adult & child
- Display the ability to communicate well, both verbally and written.

My signature below confirms I have read and understand what is required of me as a Play Assistant and agree to carry out my duties and responsibilities set forth in this job description.

Employee Signature

_____/_____/_____
Date