



**Resident Care Associate
Internship Position Description**

Duration: 2026-27 School Year (Semester 1 and/or Semester 2)
Job Title: Resident Care Associate
Supervisor: Leann Lankford
Regular Hours: 5-15 hours a week
Schedule: To be determined with availability

Overall purpose and objective of this position:

The purpose of this internship is to introduce the student to workforce and the philosophy of caring for the aging. During the internship the student will be assisting with a wide range of care giving concepts and develop a better understanding of the aging process. Assisting the elderly in planning and participating in activities, building relationships within our community and with family members. Being a member of the Care Planning Team, meal preparation and medication management.

Scope of Work:

Workforce Training:

- Pre-Dementia Training
 - Certification
- Planning and leading activities for small groups
- Activities of Daily Living (ADL's)
- Preparing and serving meals
 - Food Handlers Certification
- Emergency Preparedness
 - First Aid & CPR Certification

Preferred Skills

- Microsoft Word and Excel
- Strong written and verbal skills
- Outgoing and willing to work with people of all ages
- Strong attendance and work ethic background

Application Process

Application portal opens March 2nd, 2026 and application materials are required no later than April 3rd, 2026.

- High School Intern Application
- Resume
- Cover Letter

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Workforce Training:	Completion
• Pre-Dementia Training <ul style="list-style-type: none">○ Certification	_____
• Planning and leading activities for small groups	_____
• Activities of Daily Living (ADL's)	_____
• Preparing and serving meals <ul style="list-style-type: none">○ Food Handlers Certification	_____
• Emergency Preparedness <ul style="list-style-type: none">○ First Aid & CPR Certification	_____

Activity Planning: _____

Physical Exercise: _____

Group Activity: _____

1 on 1 Activity: _____

Group Outing: _____

