

JOB DESCRIPTION

POSITION/TITLE	Certified Nursing Assistant
DEPARTMENT	Nursing
REPORT TO	Charge Nurse, RCC, Director of Nursing
SALARY	Hourly
CLASSIFICATION	Non-Exempt
SCHEDULE	Shifts

GENERAL JOB DESCRIPTION:

This position is one of care giver. The incumbent is expected to review and implement Golden Acres Policy. He/she must support the policy decisions that have been adopted by the administrator and board of directors. Incumbent is expected to be on duty during scheduled working hours related to that position. Due to the nature of the job responsibilities, he/she will be expected to perform work outside of regular business hours as necessary to perform the duties listed and get the job done.

QUALIFICATIONS, EDUCATION, TRAINING, EXPERIENCE:

- Must be at least 16 years old.
- Successfully completed a CNA course and/or passes a Certification Examination.
- Expected to attend and participate in meetings and inservice programs related to job description.

RESPONSIBILITIES, DUTIES, FUNCTIONS TO PERFORM:

Aptitudes:

- Takes responsibility for maintaining resident confidentiality related to reason for admission, diagnosis and treatment.
- Verbal ability is requiring to communicate with resident and to understand instructions received from nurse.

Temperaments:

- Ability to perform a variety of repetitive duties involving aid to residents.
- Adapted to working with ill in performing job duties.
- Ability to interact with families of residents and coworkers.
- Ability to take directions and follow policy and procedures.
- Assist with directing, orienting, and teaching co-workers.
- Express values of Golden Acres Manor including hospitality, compassion, and respect for dignity of person.

Physical demands and Working Conditions:

- Must be able to lift twenty (20) pounds. Move, lift or transfer fifty (50) pounds, as well as assist with weights of more than one hundred (100) pounds.
- Standing and walking most of the time on duty.
- Visual acuity for assessment and reading.
- Talking and hearing for conversation, phone communication, radio communication, and stethoscope use.
- Ability to perform fine motor skills.
- Ability to keep personal atmosphere calm.
- Is a team player.
- Exposure to communicable diseases, body fluids, and caustic materials.
- Schedule must be flexible to cover shift work.

Job Functions:

- Collects, reports, and documents all data pertaining to Activities of Daily Living including but not limited to:
 - Cares
 - Bed Mobility
 - Transfers
 - Toileting
 - Feeding
 - Vital signs
 - Height and Weight
 - Intake and Output
 - Meal Percentages
 - Behaviors
 - Activities
- Reports to the Nurse:
 - Changes from baseline data established by the licensed nurse.
 - Environmental situations
 - Resident and family comments related to care provided.
- Duties also include:
 - All residents to be assessed and provided with the same level of care.
 - Assist in the observation and provision for the safety and security of residents and other personnel by maintaining an orderly atmosphere by checking and ensuring the proper use of equipment emergency procedures as well as infection control techniques.
 - Ambulation, positioning and turning.
 - Transportation of residents.
 - Personal hygiene and elimination, including catheter and ostomy care.
 - Placement of meal trays, assisting residents with meals, and picking up and recording meal intake and output.
 - Socialization activities.
 - Knowledgeable of Golden Acres computer and communication systems and proper use of them.
 - Treatments as delegated by the nurse.
 - Answering call lights promptly.
 - Following the Resident's individualized Plan of Care and safety of resident.

ACKNOWLEDGEMENT:

I read this job description and fully understand the requirements set forth therein. I hereby accept the position of Certified Nursing Assistant and agree to abide by the requirements set forth and will perform all duties and responsibilities to the best of my ability. I understand that tasks assigned to this position are subjected to change throughout my time of employment here.

I further understand that my employment is at will, and thereby understand that my employment may be terminated at will by the facility, or myself, and such termination can be made with or without notice.

CERTIFIED NURSING ASSISTANT

DATE

HUMAN RESOURCE COORDINATOR

DATE