



JOB DESCRIPTION

Job Title: Certified Nursing Assistant (CNA)

Department: Nursing/MBH

Reports To: CNA/MA II Supervisor

Position Summary:

To perform non-professional direct patient care duties under the supervision of licensed nursing personnel with the goal for each resident to attain or maintain their highest level of physical, mental, social and spiritual function.

Qualifications and Requirements:

1. License and Certifications Required:
 - CNA
 - CPR within one year of hire
2. Educational Requirements:
 - Completion of elementary education or otherwise show ability to read, write, and follow oral and written directions
 - Must be at least 16 years of age
 - Must be able to speak and understand English
3. Experience Requirements: None
4. Special Skills or Training:
 - Positive attitude toward the elderly and coworkers
 - Ability to make adjustments to daily schedule as needed for best patient care
5. Physical Requirements:
 - Lifting: up to 80 pounds
 - Standing: 7 or more hours per shift
 - Walking: 7 or more hours per shift
 - Reaching: 5 or more hours per shift
 - Grasping: 7 or more hours per shift
 - Hand Coordination: 7 or more hours per shift
 - Pushing & Pulling: 6 or more hours per shift
 - Ability to Distinguish Smells
 - Ability to Remain Calm Under Stress

Essential Duties and Responsibilities:

1. Ensure resident safety while performing all duties and responsibilities.
2. Assist residents with daily bath, dressing, grooming, skin care, dental care, bowel and bladder functions, preparation for medical tests and exams, ear and eye care, and transfer to and position in and out of beds, chairs, bathtubs, etc.
3. Provide nursing functions as directed by supervisor, including perineal care, catheter care, turning residents in bed, baths and showers, measure and record temperature, pulse, respirations, blood pressure and weigh and measure residents. Perform restorative and rehabilitative procedures as directed such as ambulation, range of motion exercises, bowel and bladder training, and the use of prosthetic or orthotic devices.

4. Report changes in residents' physical, mental and emotional condition to supervisor; provide care when death is imminent and post-mortem care as directed by supervisor; record all necessary charting entries on the computer.
5. Report all accidents and incidents immediately to supervisor.
6. Prepare residents for meals and snacks; identify food arrangements and assist in feeding residents as needed; record food and fluid intake; perform after-meal care.
7. Know and comply with Residents' Rights rules; promptly report all resident complaints to supervisor.
8. Promote independence and choices. Understanding of and appropriate communication with the cognitively impaired.
9. Report and document resident behavior. Assist with developmental tasks associated with the aging process. Use family as source of emotional support.
10. Assist residents to get to and participate in resident groups, family groups, and other activities. Maintain residents free from abuse, mistreatment, and neglect; be responsible to report any such instance to appropriate facility staff.
11. Ensure that work areas are maintained in a clean, safe, comfortable, and attractive manner, clearly marked with caution or safety signs as required.
12. Assist as directed in proper admission, transfer and discharge of residents; care of residents' environment; assist to inventory and maintain care and security of residents' possessions; report food articles and medications found in residents' rooms; report defective equipment to maintenance/environmental services.
13. Ensure that established Universal Precautions, Infection Control, Isolation, Fire, Safety and Sanitation policies and procedures are maintained and followed.
14. Attend and participate in orientation, training, mandatory education, in-services, a minimum of 6 staff meetings per year, and education courses as instructed to further improve knowledge and skills.
15. Maintain Resident and Patient Confidentiality.
16. Treat Residents, Visitors and Co-workers with kindness, dignity and respect at all times.
17. Promote teamwork; encourage others to work to the best of their ability; assist with training of new co-workers, if needed.
18. Have a positive attitude; accept change willingly; follow facility rules, regulations and job assignments; accept suggestions well for work improvement; perform well with minimum supervision; do what is requested without complaint; cooperate with supervisor and show respect at all times; speak well of company and job.
19. Attendance/Punctuality: lack of absences and tardiness; request changes to schedule infrequently; give timely notice of absences; take allowed time for breaks; willingly come in when called.
20. Follow company dress code.

I understand this job description and its requirements; I understand that this is not an exclusive list of the job functions and that I am expected to complete all other duties as assigned; I understand the functions may be altered by management without notice; I understand that this job description in no way constitutes an employment agreement and that I am an at-will employee.

Employee Signature

Date