



JOB DESCRIPTION

Job Title: Certified Nursing Assistant

Department: Hospital/ Emergency Department

Reports To: CAH Director of Nursing

Position Summary:

The Certified Nursing Assistant (CNA) provides basic patient care under the direction of licensed nursing staff (RN/LPN) in a Critical Access Hospital. This includes assisting with daily living activities, monitoring vital signs, and maintaining a clean and safe environment. The CNA plays a crucial support role in delivering compassionate, patient-centered care in a small hospital setting that may include acute, swing bed, and emergency department services.

Qualifications and Requirements:

1. License and Certifications Required:

- CNA License
- BLS upon hire or within six months of hire

2. Qualifications:

- 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
- Must have driver's license
- Must be able to drive company vehicles to transport residents as needed
- Previous CNA experience in rural healthcare or critical access hospital preferred
- Strong communication, organizational, and interpersonal skills
- Ability to work independently and as part of a fast-paced, dynamic setting
- Positive attitude towards all patients and coworkers
- Ability to stay calm under stress

3. Physical Requirements:

- Lifting: up to 80 pounds
- Standing: 7 hours or more per shift
- Walking: 7 hours or more per shift
- Reaching: 5 or more hours per shift
- Grasping: 5 or more hours per shift
- Hand coordination: 7 hours or more per shift
- Pushing or pulling: 6 hours or more per shift
- Bending: 5 hours or more per shift
- Ability to distinguish smells

Essential Duties and Responsibilities:

- Willing to work a rotating schedule of nights, weekends and holidays.

- Crosstrain in different departments (e.g., acute care, long-term care, emergency).
- Assist patients with activities of daily living (ADLs), such as bathing, grooming, dressing, toileting, skin care, dental care, and feeding, etc.
- Ensure patient safety while performing all duties and responsibilities.
- Measure and record vital signs including temperature, pulse, respiration, and blood pressure.
- Document patient care activities accurately and in a timely manner.
- Observe and report changes in patients' physical, mental and emotional condition to charge nurse. Provide care when death is imminent and post-mortem care as directed by supervisor.
- Assist with patient mobility, including turning, repositioning, and transporting.
- Maintain patient rooms by changing linens, cleaning equipment, and ensuring overall cleanliness.
- Provide emotional support and companionship to patients and their families.
- Assist in emergency situations, including performing CPR if certified.
- Support patient admissions, discharges, and transfers.
- Adhere to hospital policies, procedures, and safety standards.
- Report all accidents and incidents immediately to charge nurse.
- Know and comply with Patients' Rights rules. Promptly report all patient or visitor complaints to charge nurse or supervisor.
- Answer phones, relay messages, and respond to patient inquiries.
- Maintain patients free from abuse, mistreatment, and neglect; be responsible for reporting any such incident to charge nurse or supervisor.
- Ensure that established Universal Precautions, Infection Control, Isolation, Fire, Safety and Sanitation policies and procedures are maintained and followed.
- Attend and participate in orientation, training, mandatory education, in-services, staff meetings and education courses as instructed to further improve knowledge and skills.
- Maintain patients' confidentiality at all times.
- Treat patients, visitors, and co-workers with kindness, dignity and respect at all times.
- Promote teamwork; encourage others to work to the best of their ability; assist with training of new co-workers if needed.
- Have a positive attitude; accept change willingly; follow facility rules, regulations; accept suggestions well for work improvement; perform well with minimum supervision; do what is requested without complaint; cooperate with nursing staff; speak well of company and job.
- 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.
- 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