Community Memorial Home

JOB DESCRIPTION

CERTIFIED NURSING ASSISTANT

Department: Nursing

Job Summary: A Certified Nursing Assistant provides quality resident care as specified on the nursing care plan and assignment sheets according to policies and procedures of the Care Center.

Supervisor: Charge Nurse

Age: Must be 18 years of Age

Job Standards:
1. Must be registered on the State Nurse Aide Registry
2. Must pass a background check.
3. Must be able to communicate orally or in writing with residents, co-workers, families and public.
4. Has desire and ability to care for geriatric, convalescent, chronically, seriously or terminally ill residents with respect, caring, and understanding.
5. Must be able to safely perform the essential job functions with or without reasonable accommodation, without posing a direct threat to other employees, residents, or self.
6. Has a pleasant manner and good grooming and hygiene.
7. Must understand the importance of confidentiality as outlined in personnel policies.
8. Must be able to function independently, professionally, have flexibility, personal integrity, and the ability to work effectively with residents, personnel, and support agencies.
9. Must be able to work together as a team and work independently.

Physical and Mental Requirements:
1. Must be able to do job according to the following Physical Job Demands
   a. Must be able to bend, stoop, squat, crouch and kneel occasionally.
   b. Must be able to twist, reach above shoulder height, push/pull wheelchair frequently.
   c. Must be able to be on their feet for most of their shift as assigned.
   d. Must be able to push, pull, move or lift a minimum of 50 pounds to a minimum height of 4 feet and be able to push, pull, move or carry, such weight a minimum distance of 50 feet.
   e. Must be able to read and understand handwriting, regular print, and directions. Must be able to write in a legible manner.
   f. Must be able to hear sounds of residents calls for assistance.
2. Must be able to perform manipulative tasks using items such as safety pins, buttons, snaps, etc.
3. Must be able to assist residents with transfers and ambulation-Must be able to move in small spaces and between objects.
4. Must have emotional stability to deal effectively with stress created by sick resident, must be able to handle multiple tasks, noises, interruptions and must be able to work cooperatively as part of the health care team while maintaining a pleasant demeanor.

Job Duties:
1. Provide quality care for residents as indicated on care plan and resident Kardex:
   a. Bathes residents, provides oral hygiene, clean and trims residents’ nails
   b. Feeds residents using devices and products and encourage independence and dignity
   c. Shave residents
   d. Dresses residents appropriately
   e. Assist residents with continence care per schedule or request
   f. Positions residents using appropriate devices
   g. Performs range of motion as directed by care plan
   h. Assist residents with ambulation and transfers
   i. Promptly answers call lights and provides care requested
   j. Accurately take Vital Signs
   k. Measure and records weights, intakes and outputs as directed
1. Responds appropriately to resident behaviors such as confusion or wandering
2. At all times, interacts with residents in a respectful manner, promotes independence by giving choices, communicates caring (verbally and nonverbally), explains procedures before carrying out, etc.
3. Other cares as assigned

2. Documents and Communicates Changes
   a. Reports all changes of condition immediately to Charge Nurse
   b. Accurately records and completes data flow sheets and uses electronic documentation appropriately and accurately.
   c. Reports to Charge Nurse at end of shift

3. Follows facility policies regarding Bill of Rights, Vulnerable Adults Law, etc.
   a. Assists residents to exercise their rights.
   b. Encourages residents to make choices
   c. Interacts with residents, families, and other staff in a respectful manner.
   d. Provides and protects privacy at all times
   e. Reports any instance of abuse or mistreatment to charge nurse immediately

4. Provide room order for nursing unit
   a. Make residents’ beds
   b. Hangs resident’s clothes
   c. Keep nightstand, etc. in good order
   d. Keeps hallways clear of objects or keeps objects to one side of the hall for safety.

5. Follows Safety and Infection Control policies of Care Center
   a. Practices good infection control at all times
   b. Uses proper body mechanics at all times
   c. Uses appropriate device to lift residents as indicated on Kardex/Care Plan
   d. Uses transfer belts for all resident transfers
   e. Reports unsafe practices or conditions to supervisor
   f. Clean and sterilizes equipment as directed
   g. Understands and follows fire and emergency plans

This job description is not intended to be all inclusive. Employee will also perform other reasonable related duties as assigned by supervisor or management.

This document is not intended to imply a contract of employment.

I have read and understand this job description. I agree to accept the responsibilities and duties as outlined above.

_______________________________________                    _______________________
Signature                                                              Date