

Certified Nursing Assistant

Reports To	Director of Nursing
Department	404
FLSA Status	Non-Exempt
EEO Classification	Service Worker

Successful candidates are expected to comply with the general attendance policies.

Successful candidates are expected to comply with all safety policies and procedures.

Primary Purpose

Provide assistance with the activities of daily living, a safe environment, and physical comfort, emotional and social support to the residents.

General Description

None Given.

Essential Duties

	Duties	Frequency
1	Assists resident with ADLS's providing for physical, social, and spiritual needs. Provides quality of care to enhance the dignity and individuality of each resident in a home-like environment.	25%
2	Gathers data and documents such as weight, vital signs, skin condition I&O, nutritional intake, behavior changes or changes in resident condition for nurses to input on resident MDS.	25%
3	Refers to/and follows resident ADL care plan for resident care. Clarifies questions on resident care with charge nurse.	25%
4	Maintains confidentiality of resident related information in compliance with HIPPA regulations. Respects confidentiality of organization, department, staff, residents, and family.	25%

Other Duties

	Duties
1	Is approachable and friendly to all residents and their families. Professionally answers the phone, identifying self, and station in a friendly manner and relays messages promptly. Gives directions to visitors who are unfamiliar with the facility as needed.

- 2 Attends mandatory inservices as required. Attends all other inservices as requested by department manager/administrator
- 3 Promotes quality of life activities by assisting resident participation in desired activities. Encourages resident to identify desired activities and reports resident activities to department managers.
- 4 Accepts assignments in a positive manner designated by the Director of Nursing/supervisor, which may include participating in QA/QI projects, increases clinical skill competencies, in anticipation of proposed population changes.
- 5 Promotes quality of life activities by assisting resident participation in desired activities. Encourages resident to identify desired activities and reports resident activities to department managers.
- 6 Gives proper notice of tardiness or absences. Adheres to meal/break times. Uses time clock properly. Accomplishes workload within time allowed.
- 7 Other Duties as assigned

Minimum Experience And Qualifications

Education: Certificate in Certified Nursing Assistant.
 CNA Certificate
 High School Graduate

Experience:

Physical Demands

Physical activities typically performed while on the job.

Activity	Frequency	Hours
Bending/Stooping	Periodically (30%-54%)	
Climbing—Stairs, Ladders, Slope	Seldom (1% to 9%)	
Crawling	Seldom (1% to 9%)	
Grasping/Handling	Frequently (55%-79%)	
Kneeling	Periodically (30%-54%)	
Neck Flexion/Extension	Periodically (30%-54%)	
Reaching Forward	Frequently (55%-79%)	
Reaching Overhead	Periodically (30%-54%)	
Standing	Constantly (80%-100%)	
Twisting	Frequently (55%-79%)	
Walking	Frequently (55%-79%)	

Physical Effort

Physical effort typically applied while on the job.

Lift/Carrying	Distance	Activity	Frequency
11 - 25 lbs.			Constantly (80%-100%)
26 - 50 lbs.			Frequently (55%-79%)
51 - 75 lbs.			Periodically (30%-54%)
Pushing/Pulling	Distance	Activity	Frequency
11 - 25 lbs.			Frequently (55%-79%)
26 - 50 lbs.			Constantly (80%-100%)

Work Conditions

Work Conditions typically encountered on the job.

Condition	Frequency
Biological Agents	Frequently (55%-79%)
Chemical Agents	Seldom (1% to 9%)
Dust	Occasionally (10%-29%)
Excessive Cold	Never
Excessive Heat	Seldom (1% to 9%)
Fumes, Odors	Periodically (30%-54%)
Noise	Seldom (1% to 9%)
Solvents, Petroleum Products	Occasionally (10%-29%)
Vibration	Seldom (1% to 9%)

Job Specific Conditions/Demands

Job Specific Conditions and demands typically encountered on the job.

Condition/Demand	Frequency
Driving—Vehicle/Equipment	Seldom (1% to 9%)
Hearing	Constantly (80%-100%)
Indoors	Constantly (80%-100%)
Outdoors	Seldom (1% to 9%)
Power Tools/Equipment	Never
Talking	Constantly (80%-100%)

By signing and dating, all parties acknowledge the accuracy, completeness, clearness, and conciseness of the position; that essential functions are aligned with organization goals and objects; that compliance with all applicable legal considerations have been met, and the employee understands the job requirements.

Employee	<i>Print Name</i>	<i>Sign</i>	<i>Date</i>
Supervisor/Manager	<i>Print Name</i>	<i>Sign</i>	<i>Date</i>
Human Resources	<i>Print Name</i>	<i>Sign</i>	<i>Date</i>
Physician Admin	<i>Print Name</i>	<i>Sign</i>	<i>Date</i>

Jennifer Nagosek Jennifer Nagosek RTT-DOT 10/13/14
 Jessica Looman J Looman 10/13/14
 Sara Blair Sara Blair 10/13/14