

Certified Nursing Assistant

JOB CODE(S):	140010			CREDENTIALS:	CNA
DEPARTMENT:	Nursing			REPORTS TO:	Director of Nursing
FLSA STATUS:	NE	LOCATION:	SNF	EMPLOYMENT STATUS:	FT, PT, PRN

SUMMARY

Provide quality nursing care to residents; implement specific procedures and programs; coordinate work within the department, as well as with other departments; report pertinent information to the immediate supervisor; respond to inquiries or requests for information; assist the immediate supervisor with tasks to support department operations.

ESSENTIAL JOB DUTIES AND RESPONSIBILITIES

Provide quality nursing care to residents in an environment which promotes their rights, dignity, freedom of choice, and their individuality as illustrated by the following:

1. Provide individualized attention which encourages each resident's ability to maintain or attain the highest practical physical, mental, and psychosocial well being.
2. Knowledgeable of the individualized care plan for residents and provide support to the resident according to the care plan. Contribute to the care planning process by providing the charge nurse or other care planning staff with specific information and observations of the residents' needs and preferences.
3. Attend to the individual needs of residents which may include assistance with grooming, bathing, oral hygiene, feeding, incontinent care, toileting, colostomy care, prosthetic appliances, transferring, ambulation, range of motion, communicating, or other needs in keeping with the individuals' care requirements, and scope of practice.
4. Maintain the comfort, privacy, and dignity of each resident in the delivery of services to them. Interact with residents in a manner that displays warmth and promotes a caring environment.
5. Fully understand all aspects of residents' rights, including the right to be free of restraints and free of abuse. Responsible for promptly reporting to the charge nurse or administrative staff incidents or evidence of resident abuse or violation of residents' rights.
6. Assist in maintaining a safe, neat, and clean environment; report environmental deficiencies to the charge nurse such as lighting or equipment problems.

Certified Nursing Assistant
(Continued)

7. Protect the personal belongings of each resident including eyeglasses, dentures, hearing aids, furnishings, jewelry, clothing, memorabilia, etc. Promptly report missing items according to established policy and participate in efforts to locate missing items.
8. Observe residents for changes in condition or behavior and promptly report these changes to appropriate licensed nursing personnel.
9. Provide care that maintains each resident's skin integrity to prevent pressure ulcers, skin tears, and other damage by changing incontinent residents, turning, repositioning immobile residents, and applying moisturizers to fragile skin, etc.
10. Answer residents' call bells promptly and courteously.
11. Perform various tasks assigned by the charge nurse including vital signs, residents' weights, applying creams/ointments, collecting specimens, etc.
12. Assist with orienting residents and their families to the nursing home upon admission and to the unit when transfers occur.
13. Lift, move, and transport residents, using proper body mechanics or lifting devices for accident prevention.
14. Communicate and interact effectively and tactfully with the resident, visitors, families, peers, and supervisors.
15. Assist and escort residents for appointments such as beauty shop, activities, church services, etc. Participate in activities and functions as directed.
16. Practice careful, efficient, and no-wasteful use of supplies and linen and follow established charge procedures for resident charge items.
17. Complete certified nursing assistant records documenting care provided or other information in keeping with department policies.
18. Perform all job responsibilities in accordance with prescribed safety and infection control procedures including thorough hand washing, use of disposable gloves where indicated, and proper disposal of soiled materials.
19. Respond to inquiries relating to his/her particular area or to requests from residents, visitors, other personnel, etc., within given time frames and within established policy.

OTHER DUTIES

1. Assist the immediate supervisor with various administrative tasks to support department operations as directed: may also be assigned special projects.
2. Perform tasks which are supportive in nature to the essential functions of the job, but which may be altered or redesigned depending upon individual circumstances.

Certified Nursing Assistant
(Continued)

3. Meet on –going requirements to maintain current certified nursing assistant certifications.
4. Interacts with residents, families, visitors, facility and corporate staff.
5. Carries out other tasks as requested in situations where hands-on intervention/participation may be required.
6. May be required to work rotating shifts, holidays, weekends, additional hours, and in different positions as the facility’s needs require.
7. Must practice good personal hygiene and follow the dress code requirements.
8. Must provide annual verification of a negative TB skin test as required.
9. Support an atmosphere which promotes a homelike environment.
10. Supports, cooperates with, and implements specific procedures and programs for:
 - Safety, including universal precautions and safe work practices, established fire/safety/disaster plans, risk management, and security, report and/or correct unsafe working conditions, equipment repair and maintenance needs.
 - Confidentiality of all data, including resident, employee and operations data.
 - Quality assurance and compliance with all regulatory requirements.
 - Compliance with current law and policy to provide a work environment free from sexual harassment and all illegal and discriminatory behavior.
11. Supports and participates in common teamwork:
 - Cooperates and works together with all co-workers; plan and complete job duties with minimal supervisory direction, including appropriate judgment.
 - Uses tactful, appropriate communications in sensitive and emotional situations.
 - Follows up as appropriate with supervisor, co-workers or residents regarding reported complaints, problems and concerns.
 - Promotes positive public relations with residents, family members and guests.
 - Completes requirements for in-service training, acceptable attendance, uniform and dress codes including personal hygiene, and other work duties as assigned.

QUALIFICATIONS

1. A high school diploma or equivalent; successful completion of a state-approved Nursing Assistant Certification course or other education which meets state certification requirements. Must hold current Nursing Assistant Certifications in the state in which he/she is practicing or be eligible to obtain.
2. Must possess good organizational and time management skills.
3. Must possess good verbal and written communication skills.

Certified Nursing Assistant
(Continued)

4. Must possess the ability to maintain composure and interact courteously and professionally.
5. Must be knowledgeable of resident rights and ensures an atmosphere which allows for the privacy, dignity and well-being of all residents in a safe, secure environment.

KEY COMPETENCIES

Customer Focus: Is dedicated to meeting the expectations and requirements of internal and external customers; gets first-hand customer information and uses it for improvements in products and services; acts with customers in mind; establishes and maintains effective relationships with customers and gains their trust and respect.

Integrity and Trust: Is widely trusted; is seen as a direct, truthful individual; can present the unvarnished truth in an appropriate and helpful manner; keeps confidences; admits mistakes; doesn't misrepresent him/herself for personal gain.

Composure: Is cool under pressure; does not become defensive or irritated when times are tough; is considered mature; can be counted on to hold things together during tough times; can handle stress; is not knocked off balance by the unexpected; doesn't show frustration when resisted or blocked; is a settling influence in a crisis.

Conflict Management: Steps up to conflicts, seeing them as opportunities; reads situations quickly; good at focused listening; can hammer out tough agreements and settle disputes equitably; can find common ground and get cooperation with minimum noise.

Problem Solving: Uses rigorous logic and methods to solve difficult problems with effective solutions; probes all fruitful sources for answers; can see hidden problems; is excellent at honest analysis; looks beyond the obvious and doesn't stop at the first answers.

Listening: Practices attentive and active listening; has the patience to hear people out; can accurately restate the opinions of others even when he/she disagrees.

Compassion: Genuinely cares about people; is concerned about their work and non-work problems; is available and ready to help; is sympathetic to the plight of others not as fortunate; demonstrates real empathy with the joys and pains of others.

Priority Setting: Spends his/her time and the time of others on what's important; quickly zeros in on the critical few and puts the trivial aside; can quickly sense what will help or hinder accomplishing a goal; eliminates roadblocks; creates focus.

Perseverance: Pursues everything with energy, drive, and a need to finish; seldom gives up before finishing, especially in the face of resistance or setbacks.

Peer Relationships: Can quickly find common ground and solve problems for the good of all; can represent his/her own interests and yet be fair to other groups; can solve problems with peers with a minimum of noise; is seen as a team player and is cooperative; easily gains trust and support of peers; encourages collaboration; can be candid with peers.

Certified Nursing Assistant
(Continued)

LANGUAGE SKILLS

The ability to utilize language skills to comprehend spoken and written words effectively.

PHYSICAL CAPABILITIES

	NEVER (0%)	OCCASIONALLY (1-30%)	FREQUENTLY (31-60%)	CONTINUOUSLY (61-100%)
Lifting/Carrying				
1-10 lbs			X	
11-25 lbs			X	
26-50 lbs		X		
Pushing/Pulling				
20-50 lbs			X	
Over 50 lbs		X		
Climbing/Balancing			X	
Stooping/Bending			X	
Standing/Sitting				X
Walking			X	
Travel			X	
Overtime		X		
√ Hearing	√ Vision	√ Speaking	√	Color Vision

WORK ENVIRONMENT DEMANDS:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

ENVIRONMENT: Percent (%) of Time Inside Percent (%) of Time Outside

	NEVER (0%)	OCCASIONALL Y (1-30%)	FREQUENT LY (31-60%)	CONTINUOUS LY (61-100%)
Cold		X		
Hot			X	
Humid		X		
Wet		X		
Dry			X	
Dust		X		
Noise			X	
Fumes		X		
Odors				X
Chemical Exposures		X		
Infections		X		

Certified Nursing Assistant
(Continued)

Video Display Terminals			X	
Mechanical/Electrical Hazards(Possible Exposure to)			X	
Gloves Necessary		X		

Print 2 copies:

- 1- copy for the employee
- 1- copy for the employee personnel file

ACKNOWLEDGEMENT		
<p>I have read the above job description and fully understand the requirements set forth. I understand the facility reserves the right to revise and/or changes job duties, tasks, work hours/shifts, and work requirements at any time. I have noted below any job duties that I am not able to perform, with or without accommodation. I have also noted any accommodations that are required to enable me to perform these duties.</p>		
<p>Comments: _____</p> <p>_____</p> <p>_____</p>		
Employee Print Name:	Employee Signature:	Date:
Supervisor Print Name:	Supervisor Signature:	Date: