

# CERTIFIED NURSING ASSISTANT

**DEPARTMENT:** Nursing

**FLSA STATUS:** Non-exempt

**SUPERVISOR:** Director of Nursing and/or Charge Nurse

**DATE:** August 1, 2024

## DUTIES AND RESPONSIBILITIES

Assist professional nursing staff by performing duties in caring for residents at facility; work under supervision of professional nurses; transport, bathe, and dress residents; comb hair, clean teeth, and care for nails; provide bedpans and urinals; make beds and feed residents; execute resident assessment and care plans; provide for safety, comfort, and well-being of resident.

The person holding this position is delegated the responsibility for carrying out the assigned duties and responsibilities in accordance with current existing federal and state regulations and established company policies and procedures.

## ESSENTIAL FUNCTIONS:

1. Is 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.
2. 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 resident 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.
3. Supports and participates in common teamwork:
  - Cooperates and works together with all co-workers; plans and completes job duties with minimal supervisory direction, including appropriate judgment.
  - Uses tactful, appropriate communications in sensitive and emotional situations.
  - Receives oral reports and written assignments from the charge nurse at the beginning of each tour.
  - 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.

## Essential Duties

1. Provides quality nursing care to residents in an environment which promotes their rights, dignity, freedom of choice, and their individuality as illustrated by the following:
  - Provides individualized attention, which encourages each resident's ability to maintain or attain the highest practical physical, mental, and psychosocial well-being.
  - 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.

- Attends 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.
- Measures intake and output accurately and records on the appropriate clinical records.
- Maintains 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.
- Fully understands all aspects of resident's 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.
- Assists in maintaining a safe, neat, and clean environment; report environmental deficiencies to the charge nurse such as lighting or equipment problems.
- Protects 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.
- Observes residents for changes in condition or behavior and promptly report these changes to appropriate licensed nursing personnel.
- Provides care that maintains each residents' 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.
- Answers residents' call bells promptly and courteously.
- Always fastens the resident's call light within reach of the resident.
- Performs various tasks assigned by the charge nurse including vital signs, residents' weights, applying barrier creams/ointments, collecting specimens, etc.
- Assists with orienting residents and their families to the nursing home upon admission and to the unit when transfers occur.
- Lifts, moves, and transports residents, using proper body mechanics or lifting devices for accident prevention.
- Communicates and interacts effectively and tactfully with the resident, visitors, families, peers, and supervisors.
- Assists and escorts residents for appointments such as beauty shop, activities, church services, etc.. Encourages residents to participate in recreational, occupational, and physical therapies and other rehabilitative measures to promote activity of mind and body.
- Practices careful, efficient, and no-wasteful use of supplies and linens and follows established charge procedures for resident charge items.

- Completes certified nursing assistant records documenting care provided or other information in keeping with department policies. Ability to use the computer to document activities of daily living, vital signs, weight, bowel movements, nutrient intake, and supply capture in the facility software program.
  - Performs all job responsibilities in accordance with prescribed safety and infection control procedures including thorough hand washing, use of disposable gloves, where indicated, proper handling of clothing and linens, and proper disposal of soiled materials.
  - Walks extensively to and from various locations of the unit while making rounds and transports residents within the facility.
  - Assists with serving food and drinks at mealtimes.
  - Passes nourishments/snacks to all residents receiving dietary supplements; records on the clinical record the percent of nourishment consumed.
  - Ensures that fresh water is always available for the resident, unless otherwise instructed; passes juice and water on each shift.
2. Responds 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.
  3. Meets on-going requirements to maintain current certified nursing assistant certification. Obtain 12 hours of continuing education through attendance at facility in service programs during each year.
  4. Performs related duties as assigned or as the situation dictates.

**Risk Exposure Categories:**

- 1**=Tasks may involve exposure to blood/body fluids.
- 2**=Tasks do not involve contact with blood/body fluids but could result in performing a Category 1 task.
- 3**=Tasks do not involve any risk of exposure to blood/body fluids.

**PHYSICAL REQUIREMENTS**

These are physical and mental requirements of the position as it is typically performed. Inability to meet one or more of these physical or mental requirements will not automatically disqualify a candidate or employee from the position. Upon request for a reasonable accommodation, the Company may be able to adjust or excuse one or more of these requirements, depending on the requirement, the essential functions to which it relates, and the proposed accommodation.

	Never 0 hours	Occasionally (1-33%) .1 – 2.6 Hours	Frequently (34-66%) 2.7 – 5.2 Hours	Continuously (67-100%) 5.3+ Hours
Standing/Walking:				X
Sitting:		X		
Lifting /Carrying 0-10 lbs.			X	
Lifting/Carrying 11-20 lbs.		X		
Lifting/Carrying 21-25 lbs.		X		
Lifting/Carrying 26-50 lbs.		X		
Lifting/Carrying 51-70+ lbs.		X		
Pushing/ Pulling 0-10 lbs.			X	
Pushing/Pulling 11-20 lbs.			X	
Pushing/Pulling 21-25 lbs.			X	
Pushing/Pulling 26-50 lbs.		X		
Pushing/Pulling 51-70+ lbs.		X		
Climbing/Balancing:	X			
Stooping:			X	
Squatting:			X	
Kneeling:		X		
Reaching:			X	
Hearing/Listening: Must be able to hear well enough to communicate with co-workers and residents				X
Fingering/Grasping/Feeling: Dexterity necessary to handle and manipulate equipment and supplies.				X
Seeing: Must be able to read reports, instructions, and observe residents				X
Color Perception: (Red, Green, Amber)				X
Animals/Plants		X		

**MENTAL/REASONING REQUIREMENTS**

- Reading Simple       Writing – Complex       Analysis/Comprehension
- Reading-Complex       Clerical       Judgement/Decision Making
- Writing – Simple       Basic Math Skills

**EXPOSURES**

- Airborne particles       Explosives       Muscular Strain       Temperature
- Caustics       Fumes       Noise       Toxicants
- Chemicals       High places       Odors       Vibration
- Electrical Current       Moving Parts       Physical abuse       Vision strain
- Slippery Floors       Weather

## **WORK AREA AND ENVIRONMENT**

Nursing station, drug room, resident rooms, and throughout the facility

## **QUALIFICATIONS**

Education: successfully completed state approved certified nursing assistant training program.

Experience: At least one year's experience as a nursing assistant preferred.

License/Registration: Possess a current acknowledgment card and/or certificate issued by a state agency

Continuing Education: As required by state law and regulations, 12 hours a year.

Professional Memberships: Not required, but encouraged

Job Knowledge: Ability to read, write and speak English. Good verbal and written communication skills to understand instructions and complete basic charting functions Report pertinent information to the immediate supervisor; respond to inquiries or request for information. Adaptability and ability to adjust to various residents and unit needs. Willing to cooperate with licensed nurses; be aware of limitations and not attempt to exceed these limitations; work with the residents.

Standards: Knowledge of and ability to meet regulations of: Centers for Medicare and Medicaid Services (CMS); State Health Department; OSHA, Life Safety Codes; Facility Policies and Procedures

## **BASIC REQUIREMENTS**

1. Residents always come first, and their needs will be met unless there is a conflict with the needs of others or the organization as a whole.
2. Residents, resident families, co-workers and visitors will be treated with respect, dignity and kindness.
3. Support the mission, vision and values of the facility
4. Employee behavior will consistently be in a manner that demonstrates both employee's and the company's commitment to an ethical, honest and above-board approach in all dealings with employees, customers, suppliers and the community.
5. Report to work on time and for scheduled shifts as attendance is required to perform the duties and responsibilities of this position.

## RECEIPT OF JOB DESCRIPTION

I have carefully read and understand the job description, including the qualifications and requirements of the position of **Certified Nursing Assistant**. I certify that I can perform the essential functions of the position with or without accommodation.

The job description reflects the general nature and level of work considered necessary to perform the essential functions of the job identified and are not a detailed description of all work requirements that may be inherent in the job. I understand that other duties may be assigned to meet business needs as determined by the Company.

I understand Universal Precautions Risk Classification Categories may apply to this position and I may be exposed to AIDS, HIV, and hepatitis B viruses.

I understand this job description is subject to change. This job description supersedes all prior job descriptions. Nothing contained in this job description or in any other statement of Company philosophy, including statements made in the course of performance evaluations and wage reviews, should be taken as constituting an expressed or implied promise of continuing employment.

I understand this job description is not a contract, expressed or implied.

**Although we hope that your employment relationship with us will be long term, you are free to terminate the employment relationship at any time for any lawful reason or no reason. The Facility reserves the same right.**

**Please understand that no supervisor, Administrator or representative of the Facility may enter into an oral employment contract. The President of the Facility, or his representative designated in writing, are the only Facility officials who have the authority to enter into any agreement with you for employment for any specified period of time.**

**Further, any employment agreement entered into by the President or his designated representative will not be enforceable unless it is in writing.**

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Signature of Employee

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Date