



Certified Nursing Assistant (CNA)

POSITION DESCRIPTION

To perform direct care duties under the supervision of licensed nursing staff. To assist in maintaining a positive physical, social and psychological environment for the residents while promoting resident comfort, and contributing to the overall resident plan of care.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

- a) Responsible for resident data collection and documentation into the electronic medical record and treatment book.
- b) Review pocket care plans daily. Copies of pocket care plans for all assigned residents must be on person at start of shift.
- c) Respect and honor Resident centered care.
- d) Provide residents with assistance in activities of daily living and complete necessary tasks as described in nurse aide employee competency checklist and other delegated measures in accordance with Facility policies and standards of care.
- e) Recognize and report abnormalities and/or changes in resident's health status to Neighborhood Nurse or Treatment Nurse; observe and report presence of skin breakdown.
- f) Assist as directed with admissions, transfers and discharges of residents.
- g) Understand and use Centers of Disease Control and Prevention (CDC) Standard Precautions, OSHA's Occupational Exposure to Bloodborne Pathogens standards, and follow established infection control, hazardous communication, and other safety rules.
- h) Attend and participate in orientation, training, educational activities and staff meetings.
- i) Adhere to Bay Bluffs' Agreement of Belonging at all times.
- j) Maintain certification and follow all CMS requirements, including annual competency review.
- k) All other duties as assigned.

QUALIFICATIONS

Education:

Must possess, as a minimum, a high school diploma, or equivalent (GED).

Specific Requirements:

1. Pass the Michigan CNA Competency exam.
2. Maintain certification and follow all CMS requirements, including competencies.
3. Minimum of 12 hours job-related in-service annually.
4. Good communication skills. Ability to hear and respond to resident requests.
5. Effective organizational skills with the flexibility to make changes in planned routines to accommodate changing resident needs.
6. Must be able to work weekends, holidays and on-call days as scheduled.
7. May be required to work extra shifts/hours.
8. Be able to read and follow oral and written directions.
9. Be able to speak and understand English.

10. Ability to distinguish smells tastes and temperatures.
11. Have a positive attitude toward the elderly.

Physical Demands – Direct Care:

1. Work is heavy.
2. Standing and walking most of the time on duty.
3. Lifting and transferring residents, equipment and supplies.
4. Pushing and pulling wheelchairs, wheeled beds, reclining wheel chairs, and food carts.
5. Frequent bending and stooping.
6. Reaching and handling equipment and supplies when assisting residents.
7. Exposure to physically aggressive residents who may hit, kick, bite or scratch.
8. Exposure to communicable diseases.

POSITION AUTHORITY AND ACCOUNTABILITY:

Position reports to: Neighborhood Nurse/Charge Nurse, Neighborhood Care Coordinator, Director of Nursing and/or Assistant Director of Nursing
 Position supervises: None

SUMMARY OF OCCUPATIONAL EXPOSURES:

Blood-Borne Pathogens: The employee signing this job description **may have a reasonably anticipated risk** of exposure to blood borne pathogens; but not limited to blood and / or other infectious material, as the result of duties required to perform his / her job.

ACKNOWLEDGEMENT:

I have read this job description and fully understand the requirements set forth therein. I hereby accept the position of **CERTIFIED NURSING ASSISTANT** and agree to perform the identified essential functions in accordance with the organization’s established procedures.

I further understand that my employment is at-will and thereby understand that my employment can be terminated at-will either by the organization or myself and that such termination can be made with or without notice.

Date

Certified Nursing Assistant

Date

Administrator