

Certified Nurse Aide Class: Earn while you learn to become a Certified Nurse Aide at Bay Bluffs

Would you like to become a Certified Nurse Aide (C.N.A.) and get paid while you learn? Bay Bluffs is hiring individuals who are dedicated to caring, have a calling to help others and want a career in health care with excellent benefits. Apply now for 4 week paid CNA class; beginning in August 2017. Closing date for applications being accepted is July 15th 2017. Apply in person at 750 E. Main St., Harbor Springs, MI. 49740, go to www.baybluffs.org or call HR at 231-526-4406. *Specify: C.N.A. Class*

As a graduate Certified Nurse Aide you perform direct care duties under supervision of licensed nursing staff. 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. Day or night 12 hour shifts available. Competitive wage based on training and experience. Excellent benefit package includes health insurance, generous time off, paid term life insurance, employer paid retirement and double time for holidays worked.

CERTIFIED NURSING ASSISTANT (CNA)

JOB DESCRIPTION

Position Summary:

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.

Principal Duties and Responsibilities:

1. Responsible for resident data collection and documentation into the electronic medical record and treatment book.
2. Review pocket care plans daily. Copies of pocket care plans for all assigned residents must be on person at start of shift.
3. 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.
4. Recognize and report abnormalities and/or changes in resident's health status to Wing Nurse or Treatment Nurse; observe and report presence of skin breakdown.
5. Report all accidents and incidents to Wing Nurse or Charge Nurse.
6. Maintain resident confidentiality; treat residents with kindness, dignity and respect; know and comply with Residents' Rights; and promptly report all resident complaints.
7. Assist as directed with admissions, transfers and discharges of residents.
8. 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.
9. Maintain a clean and orderly environment, including assigned resident rooms; promptly report all violations of safety and sanitation rules to supervisor.
10. Attend and participate in orientation, training, educational activities and staff meetings.
11. Provide general support as needed to the department, including greeting and assisting residents, visitors, physicians, and other personnel as needed.
12. Participate in fire and other disaster drills.
13. All other duties as assigned.

Summary of Occupational Exposures: (Blood Borne Pathogens) – The employee signing this job description **has reasonably anticipated risk** of exposure to blood borne pathogens; including but not limited to blood and/or other infectious material, as the result of required occupational tasks.

Requirements of the Position:

1. Pass the Michigan CNA Competency exam.
2. Minimum of 12 hours job-related in-service annually.
3. Ability to work with others as part of a team.
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 Accountability and Authority:

Supervised by: Wing Nurse/Charge Nurse, Unit Care Coordinator, Director of Nursing and/or Assistant Director of Nursing

Supervises: No one.

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.