

Job Description: Certified Nursing Assistant (CNA)

FLSA: Non-Exempt

General Summary:

The Certified Nursing Assistant (CNA) performs direct personal care and provides comfort to the residents. Duties are performed in a caring, empathetic, and time-efficient manner, paying attention to maintaining the dignity of each resident and other staff members.

Principal Duties and Responsibilities:

1. Keeps informed of changes in residents' condition.
2. Properly bathes and grooms residents assigned. Maintains modesty of residents during bathing. Makes certain that residents' clothing is neat and clean.
3. Provides services to meet each resident's physical, emotional, and spiritual needs.
4. Reminds residents of meals and other activities.
5. Demonstrates knowledge of fire and safety plans and use of safety devices.
6. Assists with medication management and other activities of daily living.
7. Transports sisters to medical and other appointments and attends appointments, as needed. Relays and records all diagnosis, recommendations, referrals, medication changes, and other pertinent information.
8. Takes vitals, i.e., blood pressure, temperature, blood sugar, Oxygen saturation, etc., as needed, and records data.
9. Records health care data and assists Healthcare Coordinator in ensuring medical records are up to date.
10. Participates in regular health care team meetings and communicates all health care information to the health care team.
11. Performs various other job tasks, as assigned by the President, the Administrator, or the Healthcare Coordinator.

Knowledge, Skills, and Abilities Required:

1. Experience and/or certification as a nurse assistant and medication management preferred.
2. Constant walking and standing is required. Ability to bend, stoop, reach above shoulder level, and lift up to 50 pounds.
3. Must be able to understand and to communicate with persons of varying degrees of dementia.

4. Ability to accept and cooperate with change in work and/or procedures with ease.
5. Ability to drive a motor vehicle and have a valid driver's license, as required.
6. CPR Certifications and knowledge of general first aid.

Working Conditions:

1. Job assignments and responsibilities may vary.
2. Tasks assigned may involve potential and/or direct exposure to blood or body fluids. Exposure to latex, plastic, and/or materials which are used for personal protective equipment.

Accountability:

The Certified Nursing Assistant is directly accountable to the Healthcare Coordinator.

Signatures:

The above statements are intended to describe the general nature and level of work required. This is not meant to be an exhaustive list of all responsibilities, duties, and skills required.

Employee: _____
printed name _____
signature

Date: _____

Supervisor: _____
printed name _____
signature

Date: _____