**Certified Nursing Assistant**

**JOB SUMMARY**

The Certified Nurse Aide performs multiple care duties that contribute to the health, well-being and quality of life for the Residents of the facility.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

* Providing personal care and services to residents including but not limited to the following:
  + Assisting residents with activities of daily living such as transferring, turning and positioning, giving showers, dressing, grooming, feeding, toileting and ensuring residents are clean.
  + Obtaining vital signs and weights and monitoring food and liquid intake
  + Delivering meals to residents, ensuring food is appropriate to the resident’s care plan, delivering alternate food selections when requested and providing a positive dining experience.
  + Escorting residents to participate in activities
  + Responding to residents and family needs respectfully and with a positive manner in all interactions.
  + Making daily rounds on assigned residents in accordance within established guidelines.
* Completing assignments including but not limited to the following:
  + Reporting data in residents electronic record consistently, accurately and in a timely manner
  + Consistently and promptly reporting residents changes of condition per established reporting protocol
  + Complying with procedures for infection prevention including, but not limited to, hand washing, TB annual screening
  + Following safety rules and requirements including lift and transfer procedures, hazard communication, electrical safety, slips, trips and falls policies, used of personal protective equipment and elopement procedures. (Examples: Must safely operate mechanical lifts, sit stand lift, gait belt, and adjust shower equipment and wheelchairs.)
  + Safely fulfilling all work assignments.
  + Accepting assignments not part of his/her normal scheduled responsibility as needed
  + Safeguarding residents’ protected health information
  + Providing other services such as cleaning wheelchairs and resident assigned areas per chore schedule
* Complying with all work rule policies and procedures as well as state and federal law.

**OTHER RESPONSIBILITIES**

* Contributing to a true team environment by cooperating and working well with co-workers.
* Completing education requirements on a timely basis.

**SELECTION CRITERIA**

* Successful completion of the State approved Nursing Assistant Certification course.
* High school diploma or equivalent
* English as a first or second language with the ability to read and communicate at an adequate level to perform essential job duties.

**PHYSICAL DEMANDS**

* Lifting at least 45lbs at any one time. When a situation requires lifting more than 45lbs additional staff, a slide sheet, gait belt or mechanical lift is required.
* Floor to waist lifts and above the waist lifts
* Bilateral carrying
* Pushing and pulling
* Sitting and standing
* Forward bending, standing and sitting
* Kneeling and squatting
* Walking and stair climbing
* Reaching above shoulder and at the shoulder or below
* Hand and finger dexterity
* Bilateral coordination
* Eye-hand-foot coordination

**Personal protective equipment requirements**

CNAs’ must properly use gowns, masks, eye protection and gloves, when deemed necessary

I acknowledge I have received a copy of and read my job description. I understand the duties, requirements, and expectations of my job. If I have any questions, I understand I should contact my immediate supervisor.

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Print Name Signature Date