



CERTIFIED NURSING ASSISTANT

JOB DESCRIPTION	
Department	Nursing
Reports to	Charge Nurse, Clinical Coordinator, Director of Nursing, Assistant Director of Nursing
Reporting to this position	None
Job Classification	Department Staff
Position Purpose	Provides certified nursing assistant services to assigned residents in accordance with care plans, facility policies and procedures and at the direction of supervisor(s).

Required Qualifications

Minimum requirements include the following:

- ❖ Certified Nursing Assistant in good standing with the state.
- ❖ High school diploma or equivalent or currently enrolled in High School.

Must have no disciplinary action in effect against certification.

Major Duties and Responsibilities

Provides supportive services to nurse(s) and other staff as needed and performs duties as assigned.

Assists resident with or performs activities of daily living for resident in accordance with care plans and established policies and procedures.

Assists resident with lifting, turning, moving, positioning, and transporting into and out of beds, chairs, bathtubs, wheelchairs, lifts, etc.

Coordinates dining room services at assigned mealtimes, including set-up and clean-up, meal tray delivery, feeding assistance, and documentation of meal intake.

Delivers nutritional supplements to residents at assigned times and provides assistance as necessary to ensure intake. Documents intake accordingly.

Assists with weighing residents according to facility policy, and records weight in designated locations. Reports weight changes to nurse and supervisor.

Assists with tracking the condition of the resident's skin. Reports any presence of pressure areas, skin breakdown or skin tears to nurse and supervisor.

Assists nursing staff in carrying out toileting program activities.

Completes flow sheets daily to indicate that the specified task was done. Documents the progress of each resident as directed by supervisor.

Keeps nurse and supervisor informed of factors that interfere with being able to perform the work as assigned (i.e. resident refusal, reassigned to nursing unit).

Reports changes in a resident's condition to the resident's nurse and supervisor.

Additional Assigned Tasks

- ❖ Treats all residents with dignity and respect. Promotes and protects all residents' rights.
- ❖ Establishes a culture of compliance by adhering to all facility policies and procedures. Complies with standards of business conduct, and state/federal regulations and guidelines.
- ❖ Follows appropriate safety and hygiene measures at all times to protect residents and themselves.
- ❖ Maintains confidentiality of protected health information, including verbal, written, and electronic communications.
- ❖ Reports noncompliance with policies, procedures, regulations, or breaches in confidentiality to appropriate personnel. Reports any retaliation or discrimination to HR or compliance officer.
- ❖ Reports any allegations of abuse, neglect, misappropriation of property, exploitation, or mistreatment of residents to supervisor and/or administrator. Protects residents from abuse, and cooperates with all investigations.
- ❖ Reports any occupational exposures to blood, body fluids, infectious materials, and/or hazardous chemicals in accordance with facility policy.
- ❖ Participates in all life safety and emergency drills and trainings. Fulfills responsibilities as assigned during implementation or activation of the facility's emergency plan.
- ❖ Reports work-related injuries and illnesses immediately to supervisor.
- ❖ Follows established infection control policies and procedures.
- ❖ As a condition of employment, completes all assigned training and skills competency.
- ❖ Attend care-plan meetings of assigned residents.
- ❖ Participate in QAPI or facility assessment activities as needed, such as carrying out duties assigned as part of a performance improvement committee.
- ❖ Accept certified nursing assistant assignments as staffing needs require. Perform certified nursing assistant duties as assigned, in accordance with facility policies and procedures.
- ❖ Use proper lifting and body mechanics while delivering care to residents.

Personal Skills and Traits Desired/Physical Requirements/Working Conditions

- ❖ Ability to read, write, speak and understand the English language.
- ❖ Must be a supportive team member, contribute to and be an example of team work.
- ❖ Ability to make independent decisions when circumstances warrant such action.
- ❖ Ability to deal tactfully with personnel, residents, family members, visitors, government agencies/personnel and the general public.
- ❖ Must have patience, tact, and willingness to deal with difficult residents, family and staff.
- ❖ Must be able to relay information concerning a resident's condition.
- ❖ Must not pose a threat to the health and safety of other individuals in the workplace.
- ❖ Must be able to move intermittently throughout the workday.
- ❖ Meets general health requirements according to facility policy, including medical and physical exams and checking immunity status to various infectious diseases.
- ❖ Ability to work beyond normal working hours and on weekends and holidays when necessary.
- ❖ Ability to assist in evacuation of residents during emergency situations.

- ❖ Ability to bend, stoop, kneel, crouch, perform overhead lifting and perform other common physical movements as needed for the position.
- ❖ May be subject to falls, burns from equipment, and/or odors throughout the day; encounter reactions from dust, tobacco smoke, disinfectants, and other air contaminants.
- ❖ Subject to exposure to infectious waste, diseases and/or conditions which include AIDS, Coronavirus, Hepatitis B, and Tuberculosis.
- ❖ May be subject to hostile or emotional residents, family members, visitors or personnel.
- ❖ Strong listening skills and ability to deal with conflict with professionalism and courtesy.
- ❖ Basic computer skills, including ability to navigate electronic medical record systems.
- ❖ Positive interpersonal relationship skills, including with persons of all ages and cultures.
- ❖ Ability to walk, stand, sit, bend, and stoop for extended periods.
- ❖ Dexterity of hands and fingers to perform resident care.
- ❖ Ability to lift, move, push or pull a minimum of 35 pounds.
- ❖ May work beyond assigned working hours, including weekends and holidays, when necessary.

Universal Precautions Risk Classification Categories:

1. Task may involve exposure to blood and/or body fluids.
2. Tasks do not involve contact with blood and/or body fluids but could result in performing category 1 task.
3. Tasks do not involve any risk of exposure to blood or body fluids.

*The classification for this description is a **Category 1**.

Compliance as a Condition of Employment and Performance Appraisal

Agreement to abide by all standards, policies, and procedures of the facility, including the facility's compliance and ethics program, is a condition of employment. Compliance will be a factor in evaluating job performance. Violations, including failure to report violations, will result in disciplinary action, up to and including termination.

This job description is intended to convey the general scope of the major duties and responsibilities inherent in this position. Other tasks not listed here may be assigned if the tasks are similar or related to the essential duties of the position. Periodic revision may be necessary to reflect changes in expectations placed on the long-term care industry by various governmental agencies. This job description will be reviewed and/or revised annually and as needed.

Individual performance will be evaluated using the following scale:

1. **Unsatisfactory:** Achieves results that are far less than the standards identified for the performance factors rated.
2. **Needs Improvement:** Achieves results that are less than the standards identified for the performance factors rated. Exhibits the potential to become a competent performer. May be new to job or need skill development.
3. **Meets Standards:** Achieves results that meet the standards identified for the performance factors rated. This rating is the expected level of performance.
4. **Exceeds Standards:** Achieves results that usually exceed the standards identified for the performance factors rated.

Reasonable Accommodation Statement

Consistent with the Americans with Disabilities Act (ADA) and Alabama Civil Rights Laws, it is the policy of Generations of Red Bay to provide reasonable accommodation when requested by a qualified applicant or employee with a disability, unless such accommodation would cause an undue hardship. The policy regarding requests for reasonable accommodation applies to all aspects of employment, including the application process. If reasonable accommodation is needed, please contact [include name and/or department, telephone, and e-mail address].

EMPLOYEE ACKNOWLEDGEMENT

I have read the above job description and understand the requirements and expectations of the position of Certified Nursing Assistant at Generations of Red Bay].

Employee's Signature

Date

Supervisor's Signature

Date