



DOORWAYS SUPPORTIVE HOUSING FACILITY
JOB DESCRIPTION

Job Title: **Certified Nurse Aide (C.N.A.)**

SCOPE:

The primary purpose of this position is to perform routine duties and provide basic nursing care to patients under general supervision and the supervision of a licensed nurse. The **Certified Nurse Aide (C.N.A.)** will also follow through with the therapy program to aid in the patient's return to a maximum level of independent functioning.

EDUCATION AND EXPERIENCE:

The Certified Nurse Aide must have the following:

- High School Diploma
- Preferred experience in a health care environment for 6 months to a year
- Must be licensed or certified (completed the state competency test successfully).
- Must have a current and up to date driver's license.

SPECIFIC REQUIREMENTS:

- Must be able to read, write and speak the English language in an understandable manner.
- Must possess the ability to make independent decisions, follow instructions, and to accept constructive criticism.
- Must possess the ability to deal tactfully with personnel, patients, family members, visitors, government agencies/personnel and the general public.
- Must be a minimum of eighteen (18) years of age.
- Must maintain the care and use of supplies, equipment, etc., and maintain the appearance of laundry areas for sanitation, order and safety.
- Must be willing to work harmoniously with other personnel, and patients.

DELEGATION OF AUTHORITY: - No Supervisory Responsibilities

The **Certified Nurse Aide (C.N.A.)** is delegated the administrative authority, responsibility, and accountability necessary for carrying out assigned duties.

JOB FUNCTIONS:

The list of duties stated within this job description is not all inclusive of what is required of the **Certified Nurse Aide (C.N.A.)**. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or is a logical assignment to the position.

MAJOR DUTIES AND RESPONSIBILITIES: - Reports to Charge Nurse, Supervisor, or Administrator

- Performs all duties according to entity policies and procedures.
- Follows written instructions for patient's Plan of Treatment as outlined by members of the Care Plan Team. Reinforces and follows through with therapy programs to aid in optimal care for the patient.
- Assists patients with activities of daily living such as bathing, dressing, oral hygiene, skin and nail care, feeding and toileting. Performs duties of a Nurse Assistant including vital signs, intake and output, catheter care, transferring, turning and positioning, ambulating and transporting.
- Accompany patients to medical appointments.
- Encourages patients to achieve maximum self-reliance and independence with the limits of the existing conditions.
- Observes and reports changes in patient's behavior and medical condition to charge nurse or supervisor.
- Documents patient's information accurately and on a daily basis on appropriate forms (i.e., I & O sheet, C.N.A notes, appetite sheet, etc.)
- Ensures that patients are free from abuse, mistreatment, and neglect and report any such occurrence to the Charge Nurse or Supervisor.
- Maintains a clean, healthful environment for the patient, which includes deep cleaning patient rooms on a scheduled basis.
- Demonstrates knowledge of infection control and adheres to strict guidelines including hand washing and universal precautions or prevent the spread of disease and infection.
- Observes ethics and confidentiality in regards to patient affairs and medical records.
- May be required to work overtime.
- Agrees to abide by the hospice policy and procedures.
- Cares for the dying patient and provides post mortem care.
- Attends all in-service education programs mandated by corporate, state, and federal guidelines.
- Is responsible for attending and completing a minimum of 12 hours in-service education per year to comply with federal regulations.
- Make and assist with scheduled facility rounds to ensure patient compliance with medical and facility policies procedures.
- Communicates skillfully with all patients, including those with sensory losses and/or dementia.
- Performs other duties as assigned.

- Will be in contact with adult and geriatric patients on a daily basis.
- May come in contact with visitors, family members, community agencies, and team/co-workers.

CUSTOMER SERVICE AND PROFESSIONAL SKILLS:

- Treats each person with dignity and respect.
- Is courteous and friendly towards all.
- Maintains confidentiality.
- Maintains a clean environment.
- Is generous in assisting and supporting others.
- Exhibits loyalty to and support to the facility.
- Always presents a professional appearance.
- Holds appropriate conversation in public places.
- Is tactful, direct, factual, and truthful.
- Uses resources wisely and effectively.
- Will be an advocate for the patients within the facility.
- Is always positive.

WORKING CONDITIONS:

- Works in all areas of the facility.
- Sits, stands, bends, lifts and moves intermittently during working hours.
- Is subject to frequent interruptions.
- Is involved with patients, personnel, visitors, government agencies/personnel, etc., under all conditions and circumstances.
- Is subject to hostile and emotionally upset patients, family members, etc.
- Communicates with different department personnel.
- Is willing to work beyond normal working hours, on weekends, and in other positions temporarily, when necessary.
- Attends and participates in continuing educational programs.
- Is subject to odors, etc., throughout the work day.
- May be exposed to needles or other sharp objects, blood, and/or bodily fluids.
- May be exposed to infectious waste, diseases, conditions, etc., including exposure to the AIDS and Hepatitis B viruses.
- May be required to work on weekends and holidays.
- May be required to work on shifts other than the one hired.

COMMITTEE FUNCTIONS:

- Serve on various committees of the facility as assigned (i.e., Infection Control, Patient Services, etc.) and provide written/oral reports of nursing services and activities, as required by the committee's guidelines or direction.
- Evaluate and implement recommendations from established committees (i.e. Infection Control, Patient Services, etc.).
- Meet with patient nursing department on a regularly scheduled basis.
- Assist in identifying and correcting the problem areas and work towards the improvement of services.

PERSONNEL FUNCTIONS:

- Attend departmental and staff meetings as directed or called.
- Perform specific tasks in accordance with daily work assignments such as:
 - Answer phones, check patient answering machine and deliver messages;
 - Make rounds every hour;
 - Assist with 10:00 P.M. snack;
 - Perform general housekeeping - see assignment sheet;
 - Assist charge nurse and other departments in the event of an emergency;
 - Register guest, monitor who enters and exits the facility;
 - Ensure family member and visitors follow facility policies;
 - Other duties as assigned.
- Report complaints/grievances with the Administrator.
- Perform On-Call duties as scheduled by the Administrator.
- Assist in the orientation and ongoing development of personnel.
- Assist in standardizing the methods in which Nurse Assistant tasks will be performed.
- Maintain an excellent working relationship with other personnel.

STAFF DEVELOPMENT:

- Participate in the development, planning, conducting, and scheduling of in-service training classes.
- Assist in the implementation of an effective orientation program of new personnel.
- Assume the responsibility for maintaining professional competence through participation in programs of continuing education (i.e., seminars, training programs, etc.).
- Participate and assist in departmental studies and projects as assigned, or that may become necessary.

SAFETY AND SANITATION:

- Monitor nursing personnel to assure that they are following established safety regulations in the use of equipment and supplies.
- Ensure that work areas are maintained in a clean and sanitary manner.
- Ensure that nursing personnel participate in all fire safety and disaster preparedness drills.
- Report all incidents/accidents immediately.

- Report all unsafe/hazardous conditions/equipment immediately.
- Wear protective clothing and equipment when handling infectious waste and/or blood/body fluids.
- Ensure that nursing personnel wear protective clothing and equipment when handling infectious waste and/or blood/body fluids.
- Properly handle any exposure to blood/body fluids.

EQUIPMENT AND SUPPLY FUNCTIONS:

- Assure the equipment and supply needs of the department are maintained.

PATIENTS' RIGHTS:

- Maintain confidentiality of all patient information.
- Knock before entering a Patient's room.
- Respect patients' rights treat all patients fairly, and with kindness, dignity, and respect.

MISCELLANEOUS:

- Assist in identifying Category I & II Universal Precautions.

PHYSICAL REQUIREMENTS

- Must be able to move intermittently throughout the workday.
- Must be able to cope with the mental and emotional stress of the position.
- Must possess sight/hearing senses, or use prosthetics that will enable these senses to function adequately so that the requirements of this position can be fully met.
- Must function independently, have flexibility, personal integrity, and the ability to work effectively with the patients, personnel.
- Must be in good general health and demonstrate emotional stability.
- Must be able to lift, push, pull and move equipment, supplies, etc. in excess of one hundred (100) pounds throughout the workday (with assistance if necessary to perform function safely).
- Must be able to relate to and work with ill, disabled, emotionally upset and at times hostile people within the facility.