

# Certified Nurse Aide (CNA) Job Description

**Department:** Nursing

**Reports To:** Unit Manager

**FLSA Status:** Non-Exempt

## Summary

The CNA cares for residents at EdenHill Communities, under the direction of nursing and medical staff, by performing the following duties.

## Essential Duties and Responsibilities:

Other duties may be assigned.

- Assists residents to meet daily needs while providing a safe environment and ensuring the dignity and well being of residents.
- Answers call lights, bells, or intercom system within 5 minutes to determine residents' needs.
- Bathes, dresses, and undresses residents, and assists with other tasks including, but not limited to, shaving, nails, hair, etc... Note: Diabetic residents are an exception for cutting of nails.
- Serves and collects food trays and feeds residents requiring help.
- Transports residents or assists residents to walk.
- Drapes residents for examinations and treatments, and remains with residents to perform such duties as holding instruments and adjusting lights.
- Turns and repositions bedfast residents, alone or with assistance, at least every two hours or as needed
- Changes bed linens, runs errands, accompanies residents on Dr.'s visits, directs visitors, and answers telephone.
- Assists with toileting or incontinent care at least every 2 hours or as needed.
- Takes and records temperature, blood pressure, pulse and respiration rates, food and fluid intake and output, and records accurate level of assistance provided to residents as directed.
- Provides exceptional Customer Service to residents, co-workers, family members, and visitors at all times.
- Cleans and sterilizes resident equipment after use for return to Central Supply.
- Cleans residents' wheelchair throughout their stay or upon discharge from facility as needed.
- Ensure residents' rooms looks neat and clean.
- Reports pertinent resident information to charge nurse.
- Assist residents in getting to and from activities.
- Must consistently display and model the EdenHill Spirit hospitality behavior models.

## Supervisory Responsibilities:

This job has no supervisory responsibilities.

## Competencies:

To perform the job successfully, an individual should demonstrate the following competencies:

Analytical	Quality	Problem Solving
Customer Service	Safety and Security	Interpersonal Skills
Oral Communication	Attendance/Punctuality	Teamwork
Diversity	Initiative	Ethics
Organizational Support	Adaptability	Strategic Thinking
Judgment	Dependability	Motivation
Planning/Organizing	Quantity	Professionalism

## Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

## Education and/or Experience:

Completion of Certified Nurse Aide Course and passing of the Texas State exam.

## Language Skills:

Must have the ability to; recognize similarities and differences between words and between series of numbers.  
Must also be able to read and write the English language, and communicate by speaking simple sentences.

**Mathematical Skills:**

Must have the ability to add and subtract two digit numbers and to multiply and divide with 10's and 100's. Ability to perform these operations using units of American money and weight measurement, volume, and distance.

**Reasoning Ability:**

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

**Certificates, Licenses, Registrations:**

Must obtain and maintain criteria established by the Texas Department of Aging and Disability Services regarding certification.

**Physical Demands:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; talk or hear and taste or smell. The employee is occasionally required to sit. The employee must regularly lift and /or move more than 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision and ability to adjust focus.

**Work Environment:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently exposed to wet and/or humid conditions; high, precarious places and outside weather conditions. The noise level in the work environment is usually loud and busy.