

## JOB DESCRIPTION: CAREGIVER - CERTIFIED NURSING ASSISTANT (CNA)

### GENERAL DESCRIPTION AND PURPOSE OF THIS POSITION

The caregiver provides medical and physical care to the residents of the household to meet their daily needs and enable them to function at the highest possible level. While this care is provided under the leadership of a professional nurse, the caregiver is the residents' closest advocate in the household. The caregiver promotes the residents' psychosocial well-being through meaningful relationship building, and works with the household team to meet other social service needs of the resident and of the household, always providing support, friendship and kindness for each of the household members. The caregiver plans and facilitates social activities for residents of the household which provide meaningful ways to spend time as recreation, exercise, relationship building and fun. The caregiver also supports the household homemaker in maintaining a clean safe household environment and in caring for the residents' personal laundry. All caregiver tasks are performed in accordance with current standards, guidelines and regulations and in a safe and efficient manner.

### DUTIES AND RESPONSIBILITIES OF THIS POSITION

#### PRIMARY CNA

- attends to all resident personal hygiene and personal care needs, including but not limited to grooming, hygiene, dining and nutritional, mobility, elimination, psychosocial and safety needs. Organizes all supplies necessary to complete the tasks. Supports residents in self care, and provides care as necessary for those unable to care for their own needs. Follows universal precautions, proper infection control, sanitation and safety standards of practice in all work and activities
- provides restorative therapy under the leadership of therapy professionals and in accordance with the residents' functional maintenance plan
- observes residents closely, identifying changing needs and conditions at first indication, and reports immediately to nursing or household leadership as appropriate
- participates actively in the residents' care planning and care conference, serving as the residents' closest advocate in directing their care and honoring their preferences
- consistently works with all household team members, led by resident and family preference to meet the needs and desires of all household residents.

#### LIFE ENHANCEMENT *(social service and activities)*

- continually seeks opportunities to meet residents' psychosocial needs through both care planned and spontaneous actions
- continually seeks opportunities to support the social needs of all members of the household through support, friendship and kindness
- plans and organizes social activities for individual residents, small groups and for the household, making any necessary arrangements to assure success of the activity
- seeks opportunities throughout the day to facilitate spontaneous activities of resident choice and household preference; accompanies resident in all activities of choice
- leads and participates in learning circles with residents and staff in the household daily
- maintains equipment, games, supplies for use in supporting resident and household activity choices
- continually seeks opportunities to share personal interests and talents with members of the household through both planned and spontaneous activities
- maintains appropriate documentation in support of social service and activities functions in the household

## **ANCILLARY HOUSEKEEPING**

- maintains clean spaces in the household, including resident rooms, household common spaces, as well as support spaces and equipment
- maintains supply of all materials to meet resident needs in the household
- supports all aspects of the household environment, including pets, plants, children, visitors and guests, facilitating all planned and spontaneous needs and activities
- coordinates work with the household homemaker to ensure the housekeeping needs of the household are met within the staffing resources of the household

## **LAUNDRY**

- assists residents as needed to wash, mend, iron, fold and sort residents' personal laundry; supports residents in self care and provide assistance to ensure residents' personal laundry is maintained in quality condition
- coordinates work with the household homemaker to ensure the personal laundry needs of the resident (and household linens if washed in the household) are met within the staffing resources of the household

## **BASIC CORE COMPETENCIES**

### POSITION SPECIFIC COMPETENCIES - Caregiver

~ **CNA Certification:** Mandatory for this position.

- **Homebuilding:** Respects the resident's room as home and assists the resident in feeling in charge of everything that happens within. Contributes to making the household a healthy and happy place, works together to get things done, facilitates the creation of homey spaces, sees the possibilities and creating a daily life that naturally facilitates pleasurable moments, laughter and fun with lots of opportunity for a wide variety of meaningful relationships. Engages sensitively and appropriately throughout the household.

~ **Person-Centered, Elder-Directed, Quality Focused:** Caregivers must develop an innate ability to observe and connect with residents in a way that gives them clear insights into each individual's preferences and concerns. Caregivers must demonstrate the intention to strive for high efficiency while always respecting and preserving residents' personhood.

~ **Leadership:** Caregivers should see this function as an active role in shaping household life, not merely passively waiting for others' instructions. They should serve residents' needs freely and without resentment. They should see their contribution to household leadership as highly significant. They should feel comfortable interacting with formal authority figures, such as supervisors as colleagues.

~ **Critical Thinking:** Caregivers should possess strong abilities to shape their practices and responses to specific situations around individual residents' needs and preferences. This involves fully assessing a situation; thoroughly probing cause-and-effect, potential resources, possible options; and devising plausible solutions/responses that are resident-centered and appropriate.

~ **Taking the Initiative:** Those who function as caregivers should clearly understand the parameters of this role, and be comfortable acting on their own instincts and conclusions, while also knowing when it is necessary to seek other input. Caregivers should be assertive about sharing their own input, observations and suggestions with others.

“ **Learning and Teaching Centered:** Caregivers should clearly see residents as individuals who have the ability to learn and grow with encouragement and support. They should understand that for elders who are severely physically or cognitively impaired, the concept of learning and growth may need to be redefined, but is nevertheless still possible. Moreover, caregivers must recognize that residents possess a tremendous amount of life experience, information and skills that can be brought to bear on household life. Finally, caregivers should actively seek opportunities to grow their skills and understanding, through formal as well as informal means.

“ **Community and Team Builder:** Caregivers should have strong team skills, both in terms of participating in team decisions and completing tasks in a team format. They should be skilled at facilitating residents' involvement in community meetings. They should have a sense of belonging, as well as ownership, with regards to their own household. They should exhibit the ability to take pride in their household membership.

“ **Conflict Facilitation:** Caregivers should have a good understanding of healthy conflict resolution techniques, and demonstrate a willingness to work out any personal conflicts with others in a way that is in keeping with the household culture. In particular, they should be proficient at enabling residents to resolve distress and conflict in ways that are respectful and effective.

“ **Interpersonal Sensitivity and Communication Skills:** Caregivers should have a strong ability to communicate with residents clearly and respectfully, without patronizing or manipulating. Caregivers should be sensitive to the issues and difficulties that frail elders may face, both physically and emotionally. Caregivers should be able to clearly give feedback and ask for information of other staff and family members as necessary.

“ **Dementia Sensitivity:** Caregivers should have strong understanding and skills with regards to caring for persons with dementia. Ideally, caregivers should have completed PersonFirst® training, or other specialized education with regards to dementia. Caregivers should demonstrate an ability to facilitate the ability of persons with dementia to plug into the daily life of the household in meaningful ways. Caregivers should demonstrate an understanding of . and intention to avoid . care giving practices that detract from a person's sense of personhood. Caregivers should be sensitive to the particular challenges a person with dementia faces in terms of communicating their needs and preferences, as well as maintaining a sense of personhood, in the face of degrading cognitive abilities.

### **POSITION SPECIFIC COMPETENCIES - Activities**

“ **CNA Certification:** Mandatory for this position

- **Homebuilding:** Makes the house a healthy and happy place, works together to get things done, facilitates the creation of homey spaces, sees the possibilities and creating a daily life that naturally facilitates pleasurable moments, laughter and fun with lots of opportunity for a wide variety of meaningful relationships. Is creative and takes initiative, encourages others Engages sensitively and appropriately throughout the household.

“ **Person-Centered, Elder-Directed, Quality Focused:** Sees activities as an opportunity to create time spent together in meaningful ways, not merely an effort to fill time and keep residents occupied. Regularly elicits resident input into activity planning. Seeks to be creative in choice of activities. Keeps activities well organized and upbeat.

“ **Leadership:** Understands that activities are of most value when residents actively participate, rather than being passively entertained, and strives to facilitate these opportunities to the greatest degree.

“ **Critical Thinking:** Able to recognize potential barriers for individual residents to participate, or for a particular activity to be held within the household, and finds appropriate solutions.

“ **Taking the Initiative:** Besides planned activities, is alert to opportunities for impromptu activities, and initiates them frequently.

“ **Learning and Teaching Centered:** Explores a variety of sources for new ideas, including literature, media and workshops.

“ **Community and Team Builder:** Understands that preparing and sharing food for each other contributes to a strong sense of bonding and mutual contributions.

“ **Interpersonal Sensitivity and Communication Skills:** Relates well with residents and is able to motivate and empathize. Has a sense of fun, and is able to create laughter. Has strong ability to elicit residents' input into shaping activities. Able to facilitate resident involvement to greatest degree.

“ **Dementia Sensitivity:** Understands the particular challenges that persons with dementia may face in being able to participate in and enjoy activities. Is skilled at enabling such persons to have satisfactory experiences and to be highly included in household recreation.

## **QUALIFICATIONS, KNOWLEDGE, SKILLS AND ABILITIES**

Graduate of a state approved program for nursing assistants. Competency evaluated, tested and registered with the state. High school graduate or GED preferred, but not required. Completion of cross training for household activities, household social service, household housekeeping, household laundry required. Completion of cross training for household homemaking, including food service and food handling (ServeSafe or equivalent) desired.

## **PHYSICAL REQUIREMENTS AND WORKING CONDITIONS**

Will meet all physical requirements of the position as identified by the facility policies and procedures related to functional job analysis.

## **CONTINUING EDUCATION REQUIREMENTS**

Will comply with all federal and state regulatory requirements to maintain certification and active registry as CNA required. Completion of requirements to maintain food handling certification (ServeSafe or equivalent) desired.