

ST. JOSEPH'S VILLA & COURT
ADDORES OF THE BLOOD OF CHRIST

CERTIFIED NURSE ASSISTANT

JOB DESCRIPTION

JOB TITLE: Certified Nurse Assistant (CNA)

LOCATION: St. Joseph's Villa & Court

DEPARTMENT: Nursing

JOB STATUS: Full-time and/or part-time, Non-Exempt/Hourly

SUPERVISION: Directed by the DON and/or Administrator

WORK WEEK: 30 hours + FT or 29hours - PT, may include some evenings, weekends and holidays

ACCOUNTABILITY: DON and/or Administrator

PURPOSE OF THE JOB:

*To provide personal care to all the Residents and to adhere to all the standards of nursing care and to promote teamwork among co-workers. When assigned the CNA, you are responsible for all Residents ADL's and general care issues. The C.N.A. provides activity-focused resident care, support of Residents' families and implements each individual care plan as applies to each shift. These care issues may include but not limited to periods of rest, guidance needed in ADL's periods of physical activity, bowel and bladder schedule, adaption of dining, nutrition and hydration needs, recreation schedule, visitation, behavioral intervention and environmental adjustments. The CNA works under close supervision.

QUALIFICATIONS:

- *Must have high school diploma or equivalent
- *Nurse Aide Certificate
- *Minimum of six months experience in a related field, preferred
- *Above average interpersonal skills
- *Education/training/work experience in understanding the needs and relating to the elderly
- *Ability to protect the confidentiality of all information
- *Willingness to adhere to and implement all policies and procedures
- *Willingness to perform all duties and behave in a manner consistent with the expectations of the supervisor
- *Willingness to support the vision and values of the Adores of the Blood of Christ
- *Willingness to work and interact effectively with the immediate supervisor, Sisters or co-workers
- *Professional, discreet, positive and congenial work attitude
- * Show ability to read, write and follow oral and written directions and in the English language
- *Patience, tact, enthusiasm and positive attitude toward the elderly
- *Perform duties in a manner that assures resident safety

PHYSICAL & MENTAL REQUIREMENTS (Americans with disability specifications):

- *Must be organized; flexible in schedule; adaptable
- *Ability to focus on multiple projects simultaneously
- *Constant standing, walking, bending, use hands to fingers, feel objects and/or tools/or controls, reaching with arm and hands, move boxes, carts, furniture, climb stairs, balance stoop, kneel, crouch or crawl, talk or hear, taste or smell
- *Ability to physically transfer, lift or assist the residents whose average weight is 160 lbs.
- *Ability to make assessments of residents by means of vital signs, skin temperature and color, etc.
- *Ability to understand concepts of geriatric care, comprehend and utilize professional education materials, make independent decisions when circumstances warrant and cope with mental and emotional stress of the position
- *Ability to manage emotions of angry or hostile persons
- *Ability to be exposed to blood, bodily fluids, household dusts and some loud and unpleasant noises
- Responds to all call signals and requests for assistance from residents and co-workers in a timely manner
- *Assist the residents in small tasks, as requested, (i.e. reading fine print, delivering notices, hanging picture, writing cards, dial/holding the phone, putting on hose, etc.)

- *Assists with or provides cleaning of personal space in residents' room including bed making, arranging and organizing of the room in order to create and maintain an atmosphere of warmth, personal interest, safety and cleanliness
- * Reports any changes/concerns in residents or any changes in a residents status in a timely manner to the immediate supervisor (DON)/department head
- *Document accurately and legibly all care given, including but not limited to, dietary intake, output, temperature, weight, pulse and respiration, using approved abbreviations and descriptive terms
- *Ability to use and maintain tool, equipment, furniture, etc. necessary in department
- *Occasional lift and/or move up to 25-50 lbs. Specific vision abilities by the job requires close vision, distant vision, color vision, peripheral vision, depth perception and the ability to adjust focus
- *Subject to constant interruptions
- *Involved with residents, family members, personnel, visitors, government agencies/personnel, etc. under all conditions & circumstances
- *Maintain professional competence through attendance and participation in continuing education programs, seminars and professional activities and programs
- *Ability to distinguish smells
- *Ability to understand and apply training and education to staff
- *May be asked to work beyond normal hours

ESSENTIAL JOB FUNCTIONS:

- *Interpret the department's policies and procedures to employees, residents, visitors, government agencies, etc. as necessary
- *Submit incident/accident reports to the DON or Business Office within twenty-four (24) hours after their occurrence
- *Make periodic rounds to check equipment and to assure that necessary equipment is available and in good working condition
- *Must be able to cope and handle the emotional and mental stress of the position
- * Ability to function effectively, productively and calmly
- *Involve the resident/family in planning objectives and goals for the resident
- *Communicates with medical staff, nursing service and other department supervisors
- *Maintains a liaison with other department supervisors to adequately plan for resident activities
- *May be subject to the handling of and exposure to hazardous chemicals
- *May be subject to exposure to infectious waste, diseases, conditions, etc, including TB and the AIDS and Hepatitis B viruses
- *Maintain resident confidentiality, staff confidentiality; treat staff and residents with kindness, dignity and respect
- *Comply with Resident's Rights rules
- *Performs other related duties as assigned by the DON and/or Administrator

ALL OTHER DUTIES AS ASSIGNED

I understand this job description and its requirements; I understand that this is not an exclusive list of the job functions and that I am expected to complete all duties as assigned; I understand the job functions may be altered by management without notice; I understand that this job description in no way constitutes an employment agreement and that I am an at-will employee.

DATE

EMPLOYEE

SUPERVISOR

ADMINISTRATOR