**Certified Nurse Aide**



**POSITION SUMMARY**

I provide direct resident centered care in accordance with CVHC’s established policies and procedures. This care is directed by a licensed nurse to assure that the highest degree of quality resident care is maintained at all times.

**PERSONAL QUALIFICATIONS**

I am certified through an approved State of Michigan CNA training program. I am able to take verbal direction, and able to make good independent observations. I am able to cooperate with my peers and team members from other departments. I have good communications skills with residents, families and licensed nurses. I am patient, reliable, empathetic, tactful, adaptable, self-motivated, and capable of projecting a positive public image and am able to maintain resident confidentiality.

**PRINCIPAL DUTIES AND RESPONSIBILITIES**

* I perform all assigned duties in accordance with established policies and procedures, nursing care procedures and safety rules and regulations.
* I inform the neighborhood nurse about the present condition and change in condition of residents who are in my care.
* I obtain and report the resident’s vital signs as assigned by the neighborhood nurse.
* I assist my residents with all ADL’s allowing them as much independence as possible to perform what they can do for themselves.
* I render social and emotional support to my residents.
* I follow stringent cleanliness regimes as to preclude the possibilities of infections and other disease.
* I train and mentor newly recruited CNAs on how they need to carry out their care giving obligations.
* I answer my residents call lights in a timely fashion and help other teammates answer call lights whenever possible.
* I ensure that work/assignment areas are clean and that equipment, tools and supplies are properly stored before leaving such areas on breaks and at the end of my shift.
* I relay information about my resident to the next CNA on shift, or to the neighborhood nurse.
* I collaborate with residents to develop a schedule of daily care based on their preferences, past history/lifestyle, integrating scheduling of daily care into the resident care plan.
* I use approaches so the residents remain as independent as possible.
* I incorporate the resident’s recreational preferences/schedules into the daily plan of care.
* I review work procedures and operational problems in order to determine ways to improve service, performance and/or safety.
* I develop positive relationships with residents and families.
* I support residents in arranging their living space to their satisfaction and to foster a home environment.
* I create and maintain an atmosphere of warmth, personal interest and positive emphasis, as well as a calm environment throughout my neighborhood.
* I report all resident and family concerns to the neighborhood nurse.
* I maintain at least 12 hours of in-service education annually to satisfy the federal required requirements for my certification.
* My job description is not intended to be all inclusive, and I will also perform other reasonable related business duties as assigned by my immediate supervisor or other management as required.

**SUMMARY OF OCCUPATIONAL EXPOSURES**

Blood borne Pathogens: Tasks that involve exposure to blood, body fluids or tissue.

All procedures or other job related tasks that involve an inherent potential for mucus membrane or skin contact with blood, body fluids or tissues, or a potential for spills, splashes of them.

**POSITION AUTHORITY AND ACCOUNTABILITY**

I report to the Floor Nurse, Clinical Charge Nurse (CCN), Resident Care Coordinator

(RCC) and Director of Nursing (DON). I do not supervise any other position in the facility

**COGNITIVE AND SENSORY REQUIREMENTS**

**Talking:** Necessary for communicating with residents and other aides.

**Hearing:** Necessary for taking instructions from charge nurse and requests of residents.

**Sight:** Necessary for doing job correctly and effectively.

**Tasting and Smelling:** Smelling is required for accurate maintenance and detection of wounds, urinary tract problems, etc.

**PRIMARY PHYSICAL REQUIREMENTS**

**Lift up to 10 lbs:**  Regularly required to lift medical charts, supplies, and residents’ personal items, e.g., clothing, food items and food trays

**Lift 11 to 25 lbs:** Regularly required when lifting soiled bed linens/residents

**Lift 26 to 50 lbs:** Regularly required when transferring a non-ambulatory resident

**Lift over 50 lbs:** Occasionally required when transferring a non-ambulatory resident weighing between 100 and 160 pounds. Two aides are typically utilized when resident is unusually heavy or combative

**Carry up to 10 lbs:** Regularly required to lift medical charts, supplies, and resident’s personal items, e.g., clothing, food items and food trays

**Carry 11 to 25 lbs:**  Regularly may be required when lifting soiled bed linens and carrying to the utility area

**Carry 26 to 50 lbs:** Regularly to frequently required when lifting a resident

**Carry over 50 lbs:** Occasionally required when transferring a non-ambulatory resident weighing between 100 to 160 pounds. Two aides are typically utilized when resident is unusually heavy or combative. Maxi lift may be used as desired

**Reach above shoulder height:** Regularly occurs when reaching for medical records or supplies located on shelves

**Reach at shoulder height:** Frequently may occur when assisting residents in eating, when changing bed linens, and when taking vital signs

**Reach below shoulder height:** Regularly occurs while assisting residents with peri-care, bathing and dining

**Push/Pull:** Regularly required to push a cart which rolls easily across tile or carpeted floor

**HAND MANIPULATION**

**Grasping:** Frequently grasping during direct care activities

**Handling:** Constantly handling residents personal

**I have read and understand the above job description.**

Name (Please Print) Date

Signature

**CNA**