

Position Title: Certified Nursing Assistant

FLSA Status: Non-exempt

Reports to: Director of Nursing

Department: Vernon Manor



I. Position Summary

This position description has been prepared to assist in evaluating duties, responsibilities, and skills of the position. It is not intended as a complete list of specific responsibilities and duties, nor is it intended to limit duties to those listed.

This position works under close to moderate supervision of a Unit Nurse or Licensed Practical Nurse performing resident care, including provision of personal care, assistance with activities of daily living, and documentation and reporting of those activities. Employee works within established procedures to assure the highest degree of quality resident care be maintained at all times.

II. Essential Duties and Responsibilities

- As part of nursing care team, assists in formulating and carrying out a plan of care that meets resident physical, emotional, and spiritual needs in accordance with nursing home policies and procedures and at minimum cost.
- Assists residents in all areas of personal hygiene, activities of daily living, and care of room and clothing. Performs total resident care when indicated. Serves food and assists residents at mealtime and supervised residents in dining areas. Washes faces and hands of residents before and after meals.
- Responsible for completing tasks that have been delegated by an RN with specific emphasis on treatments, documentation of care given, and communication.
- Provides for the safety and well-being of the resident in accordance with nursing home policies and procedures. Follows directions and performs care as assigned.
- Observes, documents, and reports to licensed nurse, symptoms, reactions, and changes in resident conditions. Verifies identification of resident before administering treatment, food, etc.
- Assumes responsibility for seeking and sharing appropriate communication with supervising nurse.
- Assists with and/or performs basic nursing procedures that may include but are not limited to: temperature, pulse, respiration, BP's, non-medicated enemas, non-sterile soaks, and weights, etc.

- Participates in the assessment of resident needs, and planning of nursing care plans pursuant to general guidelines and instructions. Follows resident care plan approaches. Follows through with care approaches ordered by other departments (e.g. Physical Therapy, Occupational Therapy, Activity Therapy, and Dietary).
- Uses proper body mechanics, gait belt and/or lifting devices when involved in lifting, pushing, and pulling activities. Must possess physical condition, agility, and ability to safely perform essential job functions in varied working conditions, with or without reasonable accommodations.
- Acts as a healthy role model for residents. Relates in a supportive manner with residents.
- Escorts individuals or groups to dining room and other scheduled off-unit activities.
- Maintains safe, clean environment free of hazards. After meals, assures that dining area floors, tables, etc. are cleaned of food and liquids. Assumes responsibility for cleanliness of resident equipment.
- Maintains resident rights and confidentiality of resident information; reports all suspected cases of verbal or physical abuse to the Supervisor.
- Performs daily care and maintenance of catheters.
- Reports to Unit Nurse when coming on or going off duty. Receives assignments/checks resident schedule.

III. Related Job Functions

- Establishes and maintains effective working relationships with the general public, the medical profession, and other health-related facilities and organizations, County and governmental officials and employees. Works cooperatively with other members of nursing team.
- Responsible for working safely and following safety practices and standards of the facility; responsible for reporting or correcting any existing or potential safety or accident hazard.
- Attends staff meetings, training sessions, and participate in workshops, seminars, etc. , to keep abreast of current changes in the health care field and maintain certification
- Represents Vernon Manor and maintains good public relations.
- Performs related work as required or directed.

IV. Physical Demands

- Up to 50% of time is spent standing, talking, walking, hearing (audible emergency signals, alarms, call light indicators, normal sounds and voice patterns with some background noise), using near vision (focus, read thermometer, pumps, warning lights, etc.) About 50% of time is spent sitting, bending/twisting, reaching (over beds), feeling (checking residents), and low amounts of handling (includes but not limited to: IV tubing, NG feeding tubes, catheters). Activities done about 50% of time include

stooping to a squat within six inches of the floor, crouching; pushes and pulls residents weighing 150 to 200 pounds, line carts, wheel chairs with patients, beds. Lifts 50 pounds. Writes and reads. Performs challenging manipulative tasks, squat, bend to the floor, reach over the shoulder, kneel, twist, sit, stand, and remain in uncomfortable positions for prolonged periods of time. Uses nursing related equipment.

- Involves potential and/or direct exposure to blood or body fluids.

V. Education and Training Requirements

- Requires graduation from an accredited high school or GED. Certified Nursing Assistant and on the Wisconsin Registry as a CNA. Experience working with geriatric, mentally ill or developmentally disabled persons, home health aide experience, or experience in hospital or related field preferred, but not required. Must successfully pass background check as required by OBRA regulations.
- Possession of a valid driver's license and reliable transportation with adequate auto insurance to meet minimum County requirements, or access to reliable transportation for city and rural travel.