

# Healthcare at Foster Creek

**Job Description:** Certified Nursing Assistant/Nursing Assistant

**Supervisor:** Charge Nurse

**Department:** Nursing Services

**Job Summary:** Performs resident care activities and related nursing services necessary in caring for the personal needs, safety, and comfort of residents as assigned. Assists in providing a physical, social, psychological environment, which will allow the resident to achieve the highest level of functioning. Performs duties in accordance with established nursing objectives, standards, facility policies and procedures, and resident rights.

## **Job Responsibilities:**

CNA's/NA's, in providing daily care to residents, are constantly on their feet and regularly engaged in lifting, bending, stooping, twisting, pushing and pulling. Tasks marked with an asterisk (\*) are those that regularly require these physical activities, although because residents may need care and assistance at any time, CNA's/ NA's may unexpectedly be required to do these physical activities at any time.

## Essential Functions

1. Personal Care
  - a. \*Bathe residents in bed, shower or tub. Must be able to operate whirlpools or other types of specialty tubs. Clean tubs after each use.
  - b. \*Shampoo resident's hair while in bed, shower or tub. Groom resident's hair as resident's desires and assist with makeup as needed.
  - c. \*Shave resident as needed.
  - d. \*Brush teeth or dentures of resident at least daily. Do mouth care as needed.
  - e. \*Clean and cut fingernails and toenails as necessary (Diabetic patient nail cutting is performed by licensed staff only).
  - f. \*Dress resident's in clean and appropriate clothing
2. Admissions, Discharge, Transfer
  - a. Assist in the implementation of admission discharge and transfer of residents according to facility procedure.
3. Resident Rights
  - a. Know the resident's rights. Help the resident exercise and/or protect their rights
  - b. Report resident's complaints to the charge nurse or other manager.
  - c. Maintain confidentiality of resident information.
4. Resident Independence
  - a. \*Assist and encourage residents to achieve their highest level of independence in activities of daily living.
  - b. \*Promote resident mobility through proper transfer techniques to/from bed, wheelchair, and stretcher.
  - c. \*Assist with daily ADL retraining and rehabilitation programs as indicated.
  - d. \*Maintain good body alignment and proper positioning of residents.
  - e. \*Assist and encourage bed residents to change position at least every two hours.
  - f. \*Transport residents

5. Nutritional Need
  - a. \*Assist and/or prepare residents for meals. Assist to dining room as necessary.
  - b. \*Distribute and collect trays.
  - c. \*Feed, assist, and encourage residents to achieve their highest level of independence.
  - d. \*Assist residents in use of self-help devices.
  - e. \*Observe residents for difficulties in chewing or swallowing while eating.
  - f. \*Report and document nutritional and fluid intake as required.
  - g. \*Assist with nourishments.
  - h. Perform and document resident care activities according to written and verbal instruction from charge nurse.
  - i. Report changes in behavior or condition to supervisor.
6. Care Plans
  - a. Assist in development and implementation of resident care plans.
7. Hospitality
  - a. Maintain a friendly, helpful attitude toward residents, their families, staff, volunteers, and visitors.
8. Orientation and In-service
  - a. Participate in required orientation and in-service programs and attend staff meetings as requested.
9. Assistance
  - a. \*Provide assistance to other staff as necessary
  - b. Participate in Continuous Quality Improvement teams as requested.
10. Marginal Duties
  - a. Report resident's needs for personal belongings in appropriate persons.
  - b. Assist and encourage prosthetic devices as instructed.
  - c. \*Care for and apply prosthetic devices as instructed.
  - d. Perform other duties as assigned and consistent with level of preparation and experience.
  - e. Assist in the implementation of admission, discharge, and transfer of residents according to the facility procedure.
  - f. Ability to relate positively, effectively and appropriately with residents, families, community members, volunteers and other facility personnel. Possess special interest in, and a positive attitude about, working with long-term care residents and the elderly.

**Qualifications:**

1. Elimination
  - a. \*Offer and remove bedpans and urinals
  - b. \*Assist residents in use of commode.
  - c. \*Care for and apply prosthetic devices as instructed.
  - d. Perform other duties as assigned and consistent with level of preparation and experience.
  - e. Assist in the implementation of admission, discharge, and transfer of residents according to facility procedure.
  - f. Ability to relate positively, effectively, and appropriately with residents, families, community members, volunteers and other facility personnel. Possess special interest in, and a positive attitude about, working with long-term care residents and the elderly.
2. Vital Signs
  - a. \*Take, record, and report vital signs and weights as directed.
3. Infection Control
 

Practice proper hand washing technique.

- a. Follow universal precaution procedures: use required personal protective equipment,
4. Safety
- a. Follow procedures for the restraint proper program
  - b. Know and implement facility safety rules.
  - c. Demonstrate proper use of equipment. Report equipment needs or repairs.
  - d. \*Clean equipment and utility areas as assigned.
  - e. Report any incidents or accidents of residents, staff, or visitors to the supervisor.
  - f. \*Keep the resident living area neat and orderly: personal care items stored properly: clothing hung up in closets or placed in soiled bins as appropriate.
  - g. \*Make resident's bed, including changing lines as necessary.
  - h. Follow Evacuation/Disaster Plan (Perform duties, which may include transporting residents as assigned by the Facility Disaster Plan).
5. Observations and reporting
- a. Attend shift report as required.
  - b. Meet all health requirements imposed by law.
6. Education
- a. Completion of a nursing assistant certification program or proof of valid certification is working as a C.N.A.
7. Experience
- a. Long-term dementia care experience desired.
  - b. Knowledge, skills and abilities.
  - c. Ability to read, write, speaks and understands English.