



## **Nursing Assistant (CNA) Job Description**

### **QUALIFICATION STANDARDS:**

- Knowledge, Skills and Abilities:** Must be knowledgeable in and demonstrate the ability to provide a safe environment and provide emotional, physical, and psychological support to residents. Position requires full range of body motion; handling and moving residents; physical dexterity; eye-hand coordination; standing and walking for extended periods; corrected vision and hearing to normal range; working under stressful conditions and/or working irregular hours; effective verbal and written English communication; lift and carry items weighing up to 50 pounds.
- Education:** High school graduate, GED, or continuing High School or GED classes required. Certified geriatric nurse's aide preferred.
- Experience:** Previous work experience in the health care of the older adult preferred.
- Certificate/Licenses:** (1) certified nurse's aide, (2) CPR or first aid certificate preferred and, (3) valid (*insert state*) driver's license.

**ESSENTIAL JOB FUNCTIONS:** the employee must be able to perform, including but not limited to, these essential functions with or without a reasonable accommodation by the employer, without posing a direct threat to himself/herself or to others.

1. Ambulate or assist in ambulation of the residents.
2. Transfer, or assist in transfer of residents from bed to chair, chair to toilet, etc.
3. Lift residents as required; use mechanical lift when required.
4. Bathe, dress, toilet residents requiring assistance.
5. Assist with or perform personal hygiene task, (i.e., brush teeth, comb hair, shave, etc.).
6. Change bed linens, towels as per established written facility schedule.
7. Turn and position residents unable to turn by themselves.



8. Hear, see and answer emergency call lights promptly.
  9. Serve resident food as required.
  10. Report any problems by the resident or family members to supervisor.
  11. Report any identified verbal or written changes in resident's medical condition to supervisor.
  12. Measure and record temperature, pulse, respirations, blood pressure, weight and height as instructed.
  13. Respond to resident's requests promptly and courteously.
  14. Maintain the confidentiality of all resident care information, and respect the resident's privacy.
  15. Attend in-service programs and staff meetings when scheduled.
  16. Follow daily job assignment.
  17. Respond calmly and professionally to emergencies.
  18. Stand and walk around facility for extensive periods of time.
  19. React calmly and effectively in stressful situations.
  20. Communicate effectively (both verbally and in writing) in English
  21. Follow isolation techniques.
  22. Practice safe work habits.
  23. Document care provided in medical record.
- NON-ESSENTIAL JOB FUNCTIONS:** The employee should be able to perform these non-essential functions, but with a physician's recommendation, a reasonable accommodation will be considered for a disabled employee. (This may not be all inclusive).
24. Pass ice water.
  25. Load and push clean and soiled laundry carts.
  26. Perform daily housekeeping duties in the resident's room. (i.e., pick up trash, straighten the bedside tables, clean spills.
  27. Lift and carry supplies.
  28. Drive the facility vehicle to take residents to doctor's appointments.



**CONTACT:**

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