



# CARE STAFFING

P r o f e s s i o n a l s

## Care Staffing Professionals Job Description

### **Position:** Certified Nursing Assistant

This position description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications which may be required of the employee assigned to the position. Depending on the size of the facility the job duties may vary. Receipt of the job description does not imply nor create a promise of employment, nor an employment contract of any kind; my employment with the Company is at-will.

### **Position Summary**

Certified Nursing Assistants (CNAs) are para-professional employees trained to provide personal care and health-related services. CNAs help care for physical ill, disabled or inform individuals in a variety of settings. CNAs function under the direction, instruction and supervision of the staff nurse, RN Supervisor and the Director of Nursing; the nature of the direction and supervision required varies by State and job setting.

### **Position Responsibilities**

Certified Nursing Assistants (CNAs) are trained to provide auxiliary services, such as personal care and assistance with daily living tasks. Common responsibilities of CNAs include (but are not limited to):

- Maintain a comfortable, orderly, safe and clean environment for patients
- Knowledgeable of the individualized care plan for patients
- Dress patients according to their needs, ranging from minimal assistance to totally dependent
- Bathe patients using bed baths, tub baths or showers
- Prepare, serve, and collect food trays; feed patients who are physically unable to feed themselves
- Toilet patients and assist with bedpans and urinals; may also help transport patients to the bathroom and provide incontinent care
- Administer medication as directed by nurse or physician
- Record patient vital signs
- Provide catheter care by emptying and recording intake and output
- Answer call lights in a timely manner
- Assist with ROM exercises, as prescribed by physical therapy
- Make beds and change linens
- Ensure that non-ambulatory patients are turned regularly, to ensure comfort and to prevent bedsores
- Lift, move, and transport patients using proper body mechanics or lifting devices for accident prevention
- Maintain skills necessary to safely and efficiently operate equipment and machines used in the performance of this job (mechanical lifts, shower equipment, adjustable chairs/ beds, etc.)
- Report all changes of patients, physical and mental, to supervisor

- Complete daily documentation on the care provided to each patient concisely, accurately and completely, in a timely manner, in the appropriate format and on the appropriate forms
- Accept reassignment as needed to provide necessary care for all patients
- Perform other position-related duties as assigned, depending on assignment setting

### **Other Responsibilities**

- Complete required orientation as directed by facility
- Follow facility and OSHA safety rules and procedures while on assignment
- Follow facility and GHR Unusual Occurrence Protocol
- Respect cultural and religious practices of patients
- Uphold HIPAA regulations
- Punctual and dependent for assigned/confirmed shifts

### **Position Requirements**

- High school graduate preferred
- Graduate of State-approved training program
- Current CNA license, in good standing with the State licensing board
- Eighteen (18) years or older
- Federal-, State- and GHR-required credentials current and on file
- Able to read and write consistent with job requirements; cognitive skills as related to the position
- Proficient interpersonal relations and communicative skills

### **Working Conditions**

Because patients need round-the-clock care, working hours include days, nights, weekends and holidays. The number of patients assigned per shift will vary with facility. Work as a Certified Nursing Assistant is physically demanding. They may perform tasks that may be unpleasant (emptying bedpans, changing soiled linens). CNAs spend numerous hours standing and walking. Aides must guard against back injury because they may have to move patients in/out of bed; must follow proper body mechanics and procedures for lifting/moving patients. CNAs may face hazards from exposure to chemicals and infectious diseases. In addition, patients may be confused, irrational, agitated, or uncooperative.

### **Physical Demands**

- Ability to lift fifty (50) pounds.
- Moving, lifting or transferring of patients may involve lifting of up to 100 pounds
- Ability to exert maximum muscle force to lift, push, pull or carry patients
- Ability to use abdominal and lower back muscles over time without fatigue
- Ability to stand for extended periods
- Ability to bend, stoop, stretch, twist, sit, and reach
- Fine motor skills
- Visual acuity

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the

employee is regularly required to stand and talk or hear. The employee is frequently required to walk; use hands to finger, handle, or feel; and reach forward with hands and arms. The employee is occasionally required to sit and stoop, kneel, or crouch. The employee must frequently lift and/or move up to 50 pounds and may occasionally lift or move 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

Physical Demand Ratings are an estimate of the overall strength requirements that are considered to be important for an average, successful work performance of a specific job. In order to classify the occupation of a worker with a physical demand rating, the most strenuous and frequently performed tasks are evaluated. The overall physical demand rating for a job of the CNA falls within the Medium classification according to the Dictionary of Occupational Titles. However, due to the population in contracted facilities, this position has been classified as **Heavy** (exerting 50 to 100 pounds of force occasionally, and/or 20 to 50 pounds of force frequently, and/or 10 to 20 pounds of force constantly to move objects\*).

\*Physical demands as published by the US Department of Labor, 1991 in the Dictionary of Occupational Titles, 4<sup>th</sup>, Edition. You may contact Care Staffing Professionals' Human Resources Department for a comprehensive list of physical demands.

**Signature:** \_\_\_\_\_

**Print Name:** \_\_\_\_\_

**Date:** \_\_\_\_\_