***Hazel Findlay***

**Resident care assistant (certified nursing assistant)**

# **Job Description**

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| **Department** | Nursing |
| **Reports to** | Licensed Nurse; Charge Nurse; ADONS; DON |
| **Reporting to this position** | None |
| **Job Classification** | Department Staff |
| **Position Purpose** | Provides certified nursing assistant services to assigned residents in accordance with care plans, facility policies and procedures and at the direction of supervisor(s). |

**Required Qualifications**

Minimum requirements include the following:

* Certified Nursing Assistant in good standing with the state.\*

Must have no current disciplinary action against certification. Successfully pass background checks.

Prefer least one year of experience as a certified nursing assistant in long-term care.

Prefer high school diploma or equivalent.

*\*Facility may use waiver program, competency testing and certify applicants meeting requirements including high school seniors participating in work study programs.*

**Major Duties and Responsibilities for Resident Care**

Provides supportive services to nurse(s) and other staff as needed and performs duties as assigned.

Review in room care card and make walking rounds with oncoming team members. Notify licensed nurse if updates are needed to care card.

Assists resident with or performs activities of daily living in accordance with care plans and established policies and procedures.

Assists resident with lifting, turning, moving, positioning, and transporting into and out of beds, chairs, bathtubs, wheelchairs, lifts, etc.

Coordinates dining room services at assigned mealtimes, including set-up, clean-up, meal tray delivery, feeding assistance, and documentation of meal intake.

Delivers nutritional supplements at assigned times; provides intake assistance as needed. Documents intake.

Assists weighing residents per facility practice; records weight. Reports weight changes to licensed nurse/supervisor or as directed.

Assists with tracking resident skin condition. Reports alterations in skin - discoloration, skin breakdown, open areas or skin tears to licensed nurse/supervisor.

Assists nursing staff carry out toileting program activities.

Completes daily documentation indicating specific tasks were completed and resident progress as directed or required.

Informs licensed nurse/supervisor of factors interfering with ability to perform work as assigned (i.e. resident refusal, reassigned to nursing unit).

Reports changes in a resident’s condition to the resident’s licensed nurse/supervisor.

**Additional Assigned Tasks**

* Treats residents with dignity and respect. Promotes and protects residents’ rights.
* Establishes a culture of compliance by adhering to facility policies and procedures. Complies with standards of business conduct, and state/federal regulations and guidelines.
* Follows well-being, health and hygiene standards and measures to risk for negative outcome for residents and themselves.
* Maintains confidentiality of protected health information, including verbal, written, and electronic communications. Does not use social media to post resident pictures or information.
* Reports noncompliance with policies, procedures, regulations, or confidentiality breaches to Supervisor or Grievance/Compliance Officers. Reports retaliation or discrimination to HR or compliance officer.
* Reports allegations of abuse, neglect, misappropriation of property, exploitation, or mistreatment of residents to On Call Abuse Coordinator or Supervisor. Protects residents from abuse, and cooperates with investigations.
* Reports occupational exposures to blood, body fluids, infectious materials, and/or hazardous chemicals per facility policy. Reports work-related injuries and illnesses immediately to supervisor.
* Participates in all life safety and emergency drills and trainings. Fulfills responsibilities assigned during implementation/activation of the facility’s emergency plan.
* Follows established infection control policies and procedures.
* As a condition of employment, completes all assigned training and skills competency.
* May participate in QAPI or facility assessment activities as needed and be part of a performance improvement plan.
* Accept certified nursing assistant assignments as staffing needs require. Perform certified nursing assistant duties as assigned, in accordance with facility policies and procedures.
* Use best standards of lifting and body mechanics while delivering care to residents.

**Personal Skills and Traits Desired/Physical Requirements/Working Conditions**

* Ability to read, write, speak and understand the English language.
* Must be a supportive team member, contribute to and be an example of team work.
* Ability to make independent decisions when circumstances warrant such action.
* Ability to deal tactfully with personnel, residents, family members, visitors, government agencies/personnel and the general public.
* Must have patience, tact, and willingness to deal with difficult residents, family and staff.
* Must be able to relay information concerning a resident’s condition.
* Must not pose a threat to the health and safety of other individuals in the workplace.
* Must be able to move intermittently throughout the workday.
* Meets general health requirements according to facility policy, including medical and physical exams and checking immunity status to various infectious diseases.
* Ability to work beyond normal working hours and on weekends and holidays when necessary.
* Ability to assist in evacuation of residents during emergency situations.
* Ability to bend, stoop, kneel, crouch, perform overhead lifting and perform other common physical movements as needed for the position.
* May be subject to falls, burns from equipment, and/or odors throughout the day; encounter reactions from dust, tobacco smoke, disinfectants, and other air contaminants.
* Subject to exposure to infectious waste, diseases and/or conditions which include AIDS, Coronavirus, Hepatitis B, and Tuberculosis.
* May be subject to hostile or emotional residents, family members, visitors or personnel.
* Strong listening skills and ability to deal with conflict with professionalism and courtesy.
* Basic computer skills, including ability to navigate electronic medical record systems.
* Positive interpersonal relationship skills, including with persons of all ages and cultures.
* Ability to walk, stand, sit, bend, and stoop for extended periods.
* Dexterity of hands and fingers to perform resident care.
* Ability to lift, move, push or pull a minimum of 50 pounds. May need to move 100 pounds at times. Ability to use mechanical lifts, team work and other interventions to move residents in accordance to care plan.
* *May work beyond assigned working hours, including weekends and holidays, when necessary due to Federal and State staffing requirements.*

**Compliance as a Condition of Employment and Performance Appraisal**

Agreement to abide by facility standards, policies, and procedures, including the facility’s compliance and ethics program, is a condition of employment. Compliance will be a factor in evaluating job performance. Violations, including failure to report violations, will result in disciplinary action, up to and including termination.

This job description is intended to convey the general scope of major duties and responsibilities inherent in this position. *Other tasks not listed here may be assigned if the tasks are similar or related to the essential duties of the position.* Periodic revision may be necessary to reflect changes in expectations placed on the long-term care industry by various governmental agencies. This job description will be reviewed and/or revised annually and as needed.

Individual performance will be evaluated using the following scale:

**Unsatisfactory:** Poor; not satisfactory. BASIC competency is not fulfilled.

**Improvement Needed:** BASIC competency weak, needs to improve processes, skills.

**Good:** BASIC competency intact; favorable work; satisfies supervisor(s), residents and co-workers; does what’s required.

**Very Good**: Competency intact with good customer service; high quality of work; supervisor(s), residents and co-workers enjoy working with the person because of the work ethic and pleasant, helpful attitude.

**Outstanding:** Clearly noticeable difference in work – EXCEPTIONALLY GOOD; excellent customer service; excellent communication; solution focused problem solving; goes above and beyond the “competent” level.

**Reasonable Accommodation Statement**

Consistent with the Americans with Disabilities Act (ADA) and Michigan, it is the policy of Clinton Area Care Center – Hazel Findlay to provide reasonable accommodation when requested by a qualified applicant or employee with a disability, unless such accommodation would cause an undue hardship. The policy regarding requests for reasonable accommodation applies to all aspects of employment, including the application process. If reasonable accommodation is needed, please contact Erica Holman, CEO, LNHA, 517.449.7140; eholman@hazelifindlay.org

**EMPLOYEE ACKNOWLEDGEMENT**

I have read the above job description and understand the requirements and expectations of the position of Certified Nursing Assistant at *Clinton Area Care Center, Inc*.

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Employee’s Signature Date

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