

CEDAR COMMUNITY
Certified Nursing Assistant at CLHRC

Department:	Nursing	Job Status:	ALL
FLSA Status:	Non-Exempt	Reports To:	Charge Nurse
Grade/Level:	Successful completion of the State of WI approved Nursing Assistant program	Amount of Travel Required:	No travel required
Work Schedule:	7 1/2 hour shifts, every other weekend and every other holiday. May be requested to stay beyond shift in an emergency. Students must be available to work some weekends and school vacation.	Positions Supervised:	None

POSITION SUMMARY

The certified nursing assistant, under the direct supervision of RN or LPN is accountable for the delivery of non-acute nursing care.

ESSENTIAL FUNCTIONS

- ◆ Provides a warm, welcoming and friendly atmosphere for residents, family, visitors and staff.
- ◆ Provides personal hygiene including bathing, oral care, skin and nail care and hand washing; responsibilities relate to delivery of patient care.
- ◆ Completes resident grooming including hair care, shaving, dressing and weighing.
- ◆ Assists with toileting including bowel and bladder retraining and perineal care.
- ◆ Makes beds.
- ◆ Performs and assists with mobility, transferring, ambulation, positioning, and range of motion.
- ◆ Uses appropriate and safe body mechanics when lifting and/or transferring residents or supplies.
- ◆ Uses good hand hygiene techniques to prevent the spread of infection; knowledgeable about infection control policies.
- ◆ Assists in orienting residents to household environment and routines upon admission and throughout stay, as needed.
- ◆ Documents accurately according to CLHCC policy and procedures.
- ◆ Maintains confidentiality of all resident care information and assures patients' rights and privacy are protected at all times.
- ◆ Reports promptly to nurse on household for assignment.
- ◆ Participates in the planning of patient care through shift reports and resident care staffing meetings, when assigned.
- ◆ Informs nurse of any observations and changes in a resident's condition.
- ◆ Serves residents their meals, feeds, motivates and assists them with intake of nourishment and fluids, as appropriate.
- ◆ Observe resident's dietary intake and reports any changes to nurse on household.
- ◆ Answers all call signs and requests of residents as soon as possible.
- ◆ Sends residents' possessions to laundry (clothing) and/or Medical Supply Clerk (dentures and glasses) for labeling, as appropriate.
- ◆ Performs a total inventory of all resident's possessions on admission, discharge or transfer.
- ◆ Assists residents in keeping their rooms clean and orderly and also maintains nursing unit in a clean and orderly manner.

- ◆ Keeps all residents' personal belongings and equipment clean; notify appropriate department for repair, as needed.
- ◆ Participates in activity programs and escorts patients to appointments, tests and/or therapy departments, as needed.
- ◆ Attends and participates in unit nursing staff meetings and monthly professional education programs.
- ◆ Alerts nurse to resident emergencies and assists with post-mortem care, as assigned.
- ◆ Transports dietary carts and linen carts.
- ◆ Able to maintain a specified level of care for (numbers of residents vary per household and shift assigned), consistent with Cedar Community policies.
- ◆ Creates and maintains an atmosphere of warmth and personal interest, as well as, a calm environment throughout the building.
- ◆ Provides behavioral interventions as appropriate.
- ◆ Other duties as assigned by Charge Nurse.

POSITION QUALIFICATIONS

Competency Statement(s)

- ◆ Accountability - Ability to accept responsibility and account for his/her actions.
- ◆ Autonomy - Ability to work independently with minimal supervision.
- ◆ Communication Oral - Ability to communicate effectively with others using the spoken word.
- ◆ Communication Written - Ability to communicate in writing clearly and concisely.
- ◆ Customer Oriented - Ability to take care of the customers' needs while following company procedures.
- ◆ Detail Oriented - Ability to pay attention to the minute details of a project or task.
- ◆ Empathetic - Ability to appreciate and be sensitive to the feelings of others.
- ◆ Friendly - Ability to exhibit a cheerful demeanor toward others.
- ◆ Initiative - Ability to make decisions or take actions to solve a problem or reach a goal.
- ◆ Tactful - Ability to show consideration for and maintain good relations with others.
- ◆ Time Management - Ability to utilize the available time to organize and complete work within given deadlines.
- ◆ Working Under Pressure - Ability to complete assigned tasks under stressful situations.

Education

Successful completion of the State of Wisconsin approved nursing assistant program.

Experience

Six months to one year related experience

SKILLS & ABILITIES

Computer Skills

Basic computer knowledge

Certificates & Licenses

Current State of Wisconsin Licensure

Other Requirements

Must have patience, tact, sense of humor, enthusiasm and a willingness to handle difficult patients.

PHYSICAL DEMANDS

Must be able to lift up to 50 pounds of weight and successfully pass all the portions of the pre-employment physical process.

Physical Abilities

		Lift /Carry	
Stand	C (Constantly)	10 lbs or less	F (Frequently)
Walk	C (Constantly)	11-20 lbs	F (Frequently)
Sit	O (Occasionally)	21-50 lbs	O (Occasionally)
Handling / Fingering	F (Frequently)	51-100 lbs	O (Occasionally)
Reach Outward	O (Occasionally)	Over 100 lbs	N (Not Applicable)
Reach Above Shoulder	O (Occasionally)		
Climb	O (Occasionally)		
Crawl	O (Occasionally)		
Squat or Kneel	O (Occasionally)		
Bend	F (Frequently)		

Push / Pull

12 lbs or less	F (Frequently)
13-25 lbs	F (Frequently)
26-40 lbs	F (Frequently)
41-100 lbs	F (Frequently)

N (Not Applicable)

Activity is not applicable to this occupation.

O (Occasionally)

Occupation requires this activity up to 33% of the time (0 - 2.5+ hrs/day)

F (Frequently)

Occupation requires this activity from 33% - 66% of the time (2.5 - 5.5+ hrs/day)

C (Constantly)

Occupation requires this activity more than 66% of the time (5.5+ hrs/day)

Other Physical Requirements

Vision (Near, Distance, Color, Peripheral, Depth Perception)

Sense of Sound (Able to hear and respond to patient's spoken needs, emergency procedure instructions and to use the and to use the intercom)

Sense of Smell

Sense of Touch

Ability to wear Personal Protective Equipment (PPE) (All Equipments)

EQUIPMENT

Lifting equipment, including mechanical lifts, adjustable beds, side rails, gait belt, bathing equipment, scale, laundry and food carts, telephone, intercom, water faucets, thermometers, watch, adjustable ceiling tables, wheelchairs, walkers, hearing aids, electric shavers, catheter, bed pan flusher, and hopper sink.

WORK ENVIRONMENT

The certified nursing assistant works inside the facility, which is climate controlled at 72 degrees. There is frequent exposure to blood, body tissues and other potentially infectious fluids. There is some exposure to loud and unpleasant noises, dust and chemicals. May be subject to hostile and emotionally upset patients, family members or visitors.

Name (Please Print): _____ Date: _____

Employee Signature: _____ Date: _____

The company has reviewed this job description to ensure that essential functions and basic duties have been included. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate.