

## Capital Manor Job Description

**Job Title:** CERTIFIED NURSING ASSISTANT  
**Department:** Nursing/Manor Care  
**Reports To:** Team Leader  
**FLSA Status:** Nonexempt  
**Reviewed By:**  
**Review Date:** 03/10

### **SUMMARY**

The nursing assistant provides routine nursing care in accordance with the established nursing care procedures, and as may be directed by the Team Leader, Licensed Nurse, Director of Nursing Services, or Administrator.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** *include the following. Other duties may be assigned.*

Support the mission, homelike environment, philosophy, policies and procedures of CM in all responsibilities, actions and communications, including safety and fire precautions.

Work at all times within and under the scope or standards defined and required by the licensure or certification for this position, as well as Capital Manor specific training, policies and procedures.

Assume the administrative authority, responsibility and accountability necessary for successfully performing the duties of Certified Nursing Assistant.

Attend 12 hours of educational hours annually, at 3 hours per quarter.

Follow each resident's service plan with provisions of care and supporting their abilities.

Encourage residents and provide environment for success in meeting their highest level of participation and independence while fostering choice.

Check residents routinely to assure that their personal needs are being met and to encourage resident participation.

Answer call lights promptly.

Assist residents to participate in socialization activities.

Assist and support residents with all ADL's and individual needs.

Measure and record blood pressure, temperature, pulse, and respirations as instructed.

Weigh and measure residents as instructed.

Monitor and document behaviors as specified for individual residents. Communicate changes in behavior to LN and/or Social Services for change in behavior monitoring forms.

Maintain intake and output records as instructed.

Collect specimens as instructed (i.e. urine, stools, etc.).

Make beds and change linens.

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

Provide post-mortem care as instructed.

Assist residents in preparing for medical tests and social activities (i.e. lab work, x-ray, therapy, dental, church services, etc.).

Assist residents with packing their personal possessions when they are being transferred to a new room, or when being discharged.

Inventory and mark the residents' personal possessions as instructed.

Meet with the shift's nursing personnel on a regularly scheduled basis to assist in identifying service or care needs.

Receive and provide resident information when arriving or leaving assigned area with Team Leader and direct care staff.

Perform documentation as necessary/required (i.e. completing monitoring forms, charting, etc.).

Read the communication book, 24 hour report changes, and all service plan changes or residents you provide care for upon reporting for duty or when assuming assignment.

Work within the scope of job limits, delivering quality service to residents by following established policies, procedures, and standard of care.

## **OTHER RESPONSIBILITIES AND REQUIREMENTS**

Relate to residents in a calm, non-confrontational way, with respect, offering love and security, seeking to enhance the resident's self-esteem in a positive way.

Participate in inspections made by authorized government agencies.

Work as a team member, express ideas and concerns related to resident behavior, ADL's and activities.

Encourage new staff members to learn and express ideas concerning resident ADL participation, behavioral needs and activities.

Allow for flexibility in relating to resident daily needs. Be adaptable to continual changes in resident needs, varying approaches to meet those needs, and assignment changes to meet continual changes of residents.

Demonstrate ability to learn and apply new information to job performance.

Attend and participate in continuing education programs, in-service meetings and other meetings, completing state mandated hours of continuing education, as required/directed.

Use personal protective equipment and procedures including use of gloves, bagging of soiled linen and garbage, frequent handwashing, alcohol gel, placing bags of soiled items in appropriate receptacles.

Report hazardous conditions/equipment the supervisor immediately.

Report all accidents and incidents and changes of condition, new symptoms or behaviors, timely to the supervisor.

Work beyond normal working hours, on weekends and holidays, and in other positions/shifts when required/directed.

Work harmoniously with all personnel, professional and non-professional, in all departments of CM.

Work independently, displaying flexibility, personal integrity, patience, enthusiasm and a cheerful disposition.

Deal tactfully with residents, family members, personnel, and all visitors at CM.

Maintain a liaison with the residents, their families, to adequately plan for the residents' needs.

Preserve the residents' dignity and self-respect at all times.

Assure that residents' personal and property rights are observed at all times.

Maintain confidentiality of all resident information.

Assist in creating and maintaining an atmosphere of warmth, personal interest, choice, and positive emphasis as well as a calm environment throughout Capital Manor.

Abides by the standards and procedures of the Capital Manor Compliance and Ethics program.

## **SUPERVISORY RESPONSIBILITIES**

None.

**QUALIFICATIONS** *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

### **Education / Experience**

High school diploma or general education degree (GED) preferred; one to three months related experience and/or training; or equivalent combination of education and experience. Certified as a Nursing Assistant in accordance with Oregon law.

### **Language Skills**

Ability to read and interpret documents such as care plans, safety rules, operating and maintenance instructions, and procedure manuals in the English language.

Ability to write routine reports and correspondence and follow instructions in English.

Ability to communicate effectively, courteously, and positively with the general public, staff, and residents in English.

Speak with all people using positive, non-profane language.

### **Mathematical Skills**

Ability to add, subtract, multiply, and divide.

### **Reasoning Ability**

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form.

Use good judgment in decision making for providing resident, self, and co-worker safety.

Ability to deal with problems involving several concrete variables in standardized situations.

Ability to make independent decisions when circumstances warrant such action.

**PHYSICAL DEMANDS** *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 walk and talk or hear. The employee frequently is required to reach with hands and arms and stoop, kneel, crouch, or crawl. The employee is occasionally required to stand, sit, and taste or smell. The employee must regularly lift and/or move up to 10 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

The heaviest weight pushed or pulled is a wheelchair which may weigh up to 300 pounds.

Ability to push barrels of soiled linen to laundry.

Must be able to hear voices of residents and other staff to exchange information quickly and accurately.

Must hear call bell system and safety alarms.

Ability to cope with the mental and emotional stress of the position.

Be in good general health and demonstrate emotional stability and have good moral character.

**WORK ENVIRONMENT** *The work environment characteristics described here are representative of those an employee encounters while performing 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 occasionally exposed to moving mechanical parts. The noise level in the work environment is usually moderate.

Works throughout nursing areas of facility including resident rooms.

Works in well-lighted, well-ventilated rooms and halls.

Is subject to frequent interruptions.

Is subject to cuts, bruises, falls, odors, sudden unexpected responses or reactions of residents, etc., throughout the work day.

Is subject to hostile and emotionally upset residents, family members, etc.

May be exposed to infectious waste, diseases, substances, contaminated articles, etc., including exposure to the AIDS and Hepatitis viruses.

Must perform under stress when confronted with emergency, critical, unusual, or dangerous situations, or when working with speed and sustained attention are critical aspects of the job.

*Every effort has been made to make your job description as complete as possible. However, it in no way states or implies that these are the only duties you will be required to perform. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or is a logical assignment to the position.*

Signed \_\_\_\_\_ Date \_\_\_\_\_  
Certified Nursing Assistant

Signed \_\_\_\_\_ Date \_\_\_\_\_  
Staff Development Nurse

03/10 Nursing Assistant, Certified