



Job Description

Job Title: CNA
Department: Assisted Living
Reports To: Clinical Nurse Manager
FLSA Status: Non-exempt
Prepared By: Human Resources
Prepared Date: 02/10/10
Approved By: Human Resources
Approved Date: 02/10/10
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SUMMARY

The caregiver provides each resident in Bigfork Valley Assisted Living with routine daily nursing care and other desired services in accordance with the resident's assessment and care plan. The caregiver may also provide the daily housekeeping, laundry, dietary, social and recreational services directly affecting the resident's environment in order to enable them to function at the highest possible level. All caregiver tasks are performed in accordance with current standards, guidelines and regulations and in a safe and efficient manner.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Attends to resident's personal care needs, including but not limited to grooming, hygiene, dining and nutritional, mobility, elimination, psychosocial and safety needs.

Supports residents in self-care and provides care as necessary for those with limited ability to care for their own needs.

Assists with ambulation and transfers, including proper use of a transfer belt and assistive devices and proper body mechanics to avoid injury.

Assists with treatments as delegated by the Registered Nurse according to the client's individualized care plan or with therapy tasks as assigned by a licensed health professional.

Observes client and reports to the LPN or RN changes in the client's physical and emotional condition, such as change in attitude, appearance, loss of appetite, weight, etc.

Documents services provided accurately and consistent with agency policies and complete all required paperwork in a timely and legible manner.

Attends required in-service training—at least 8 hours for every 12 months of employment as well as staff meetings and other agency events to comply with regulatory requirements.

Follows agency procedures for universal precautions when performing assigned tasks.

Supports all aspects of the household environment, including pets, plants, children, visitors and guests, facilitates planned and spontaneous needs and activities.

Assists or independently cleans the apartment, commons area, kitchen, dining, lower level, laundry areas, public bathrooms, etc. in Bigfork Valley Assisted Living that meets our standards and provides quality of life for our residents.

Provides interaction to meet the specific psychosocial needs of our residents.

Performs all assigned tasks in accordance with established policies and procedures and appropriate nursing practices.

Follows work assignments in completing assigned tasks.

Cooperates, listens and takes direction from the professional nursing staff concerning the medical cares needed for quality nursing care of residents.

All other duties as assigned.

SUPERVISORY RESPONSIBILITIES

None.

COMPETENCIES

To perform the job successfully, an individual should demonstrate the following competencies:

Problem Solving - Identifies and resolves problems in a timely manner; gathers and analyzes information skillfully; develops alternative solutions; works well in group problem solving situations; uses reason even when dealing with emotional topics.

Technical Skills - Pursues training and development opportunities; strives to continuously build knowledge and skills.

Customer Service - Responds promptly to customer needs; responds to requests for service and assistance; meets commitments.

Interpersonal Skills - Focuses on solving conflict, not blaming; maintains confidentiality; listens to others without interrupting; keeps emotions under control; remains open to others' ideas and tries new things.

Oral Communication - Listens and gets clarification; responds well to questions; participates in meetings.

Written Communication - Writes clearly and informatively; able to read and interpret written information.

Teamwork - Contributes to building a positive team spirit; supports everyone's efforts to succeed.

Cost Consciousness - Conserves organizational resources.

Ethics - Treats people with respect; keeps commitments; works with integrity and ethically; upholds organizational values.

Organizational Support - Follows policies and procedures; supports organization's goals and values.

Planning/Organizing - Prioritizes and plans work activities; uses time efficiently.

Professionalism - Approaches others in a tactful manner; reacts well under pressure; treats others with respect and consideration regardless of their status or position; accepts responsibility for own actions; follows through on commitments.

Quality - Demonstrates accuracy and thoroughness; looks for ways to improve and promote quality; monitors own work to ensure quality.

Quantity - Completes work in timely manner.

Safety and Security - Observes safety and security procedures; reports potentially unsafe conditions; uses equipment and materials properly. Uses appropriate infection control measures.

Attendance/Punctuality - Is consistently at work and on time; ensures work responsibilities are covered when absent; arrives at meetings and appointments on time.

Dependability - Follows instructions, responds to management direction; takes responsibility for own actions; keeps commitments; completes tasks on time or notifies appropriate person with an alternate plan.

Initiative - Asks for and offers help when needed.

Innovation - Generates suggestions for improving work.

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 AND/OR EXPERIENCE

High school diploma or general education degree (GED); or one to three months related experience and/or training; or equivalent combination of education and experience.

LANGUAGE SKILLS

Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization.

MATHEMATICAL SKILLS

Ability to add and subtract two-digit numbers and to multiply and divide with 10's and 100's. Ability to perform these operations using units of American money and weight measurement, volume, and distance.

REASONING ABILITY

Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

COMPUTER SKILLS

To perform this job successfully, an individual should have knowledge and experience using personal computers, internet software.

CERTIFICATES, LICENSES, REGISTRATIONS

Graduate of a recognized nursing assistant program and in good standing with the Minnesota Nursing Assistant registry; or successful completion of our agency's orientation and training program for unlicensed personnel and has been determined competent to provide services and follow our agency's procedures by our RN.

Meet the requirements of Title XVIII of the Social Security Act for Nursing Assistants in nursing facilities certified for participation in the Medicare program or have successfully completed a Nursing Assistant training program approved by the State of Minnesota and have at least 20 hours under the supervision of a Registered Nurse.

Current CPR Certification, completion of the Medication Administration Course, current Minnesota driver's license and automobile insurance required.

OTHER SKILLS AND ABILITIES

Demonstrate skill, compassion and empathy with geriatric population. Demonstrate dependability, tact and ability to follow directions.

OTHER QUALIFICATIONS

Must receive a “not disqualified” criminal background result from Department of Human Services and may not be on the OIG exclusions list.

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 frequently required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms and talk or hear. The employee is occasionally required to sit; climb or balance; stoop, kneel, crouch, or crawl and taste or smell. The employee must frequently lift and/or move up to 25 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.

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.

The noise level in the work environment is usually moderate.

I have read this job description and agree to work as assigned.

Employee Signature

Date