



## **JOB DESCRIPTION**

**CNA/PSA**

**Courtyard Terrace**

Department: Assisted Living  
Supervisor: Coordinator, Courtyard Terrace  
Status: Non-exempt

### **Qualifications:**

**EDUCATION:** High school diploma/GED and/or 75 hour CNA course preferred.

**CONTINUING ED. REQUIREMENT:** 12 hours per year through Relias Learning or in-services

**WORK EXPERIENCE:** 1-2 years CNA experience in long term care or assisted living preferred, but will accept a new CNA graduate.

### **GENERAL JOB SUMMARY:**

Provide care, supervision and support for tenants in Courtyard Terrace.

### **DUTIES AND RESPONSIBILITIES**

1. Provide support and assistance with tenant ADL's. This includes assistance with bathing, dressing, and ambulation assistance.
2. Set up dining room for noon and evening meal. Help serve meals and buss tables when meal is over.
3. Assist with housekeeping in public areas and tenant apartments. Follow laundry schedules for tenants personal items as well as bedding and linens.
4. Assist with scheduled activities.
5. Respond to tenant call lights.
6. Familiarize self with fire and evacuation procedures.
7. Make daily entries to tenants chart and notify Coordinator of any changes in condition.
8. Learn proper procedure for administering, counting and documenting med administration.

Please understand that this Job Description is not intended to be an all-inclusive list of every task that you may perform, but a description of the minimal qualifications, essential functions, physical demands and abilities this job requires, with or without accommodation.