



JOB DESCRIPTION **Certified Nurse Aide**

Department: Nursing
Supervisor: Charge Nurse
Status: Non-exempt

Qualifications

EDUCATION: High school graduate and Certified Nurse Aide Training

**CONTINUING
EDUCATION
REQUIREMENT:** 12 hours per year through Relias or in-service training.

**WORK
EXPERIENCE:** 1-3 years prior experience as a nurse aide, but will accept a new graduate.

GENERAL JOB SUMMARY

Will carry out tasks supportive and complimentary to nursing practices within the facility, providing assistance with activities of daily living, a safe environment, physical comfort, and emotional and social support to the residents.

DUTIES AND RESPONSIBILITIES

1. Answer resident call lights, provides necessary assistance in conformance with delegated tasks.
2. Is responsible for resident personal care.
3. Serves resident meals in a timely manner to ensure warm food.
4. Assists residents with toileting functions.
5. Responsible to take and record temperature, pulse and respiration or residents as assigned by licensed personnel.
6. Assists residents with activities of daily living, encourages self-care. Report changes in ADL functioning to licensed personnel.
7. Assist activity staff with getting residents to activities.
8. Is responsible for keeping beds, bedside stands, clothes, and closets clean and orderly.
9. Is responsible for the prompt reporting of any devices or nonfunctioning equipment to maintenance.
10. Will adhere to facility safety policies and procedures when lifting or transferring residents or supplies.
11. Maintain confidentiality of all resident care information and assure residents rights and privacy are protected at all times.
12. Uses corridor POC's to chart resident information during and before shift ends.
13. Will attend in-services as directed by Director of Nursing and completes all on-line assignments through Relias.
14. Follows and adheres to Eastern Star, Federal and State regulations and guidelines, including resident rights.
15. Will follow guidelines established in the resident plan of care in administering to the resident's needs.

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.