



Bethesda Home of Aberdeen
Bethesda Home

Job Description

TITLE: Certified Nursing Assistant – Bethesda Home

DEPARTMENT: Nursing

SUPERVISOR: Director of Nursing

REQUIREMENTS AND QUALIFICATIONS:

Education: High School education or equivalent. (Must be at least 16 years of age)

Experience: None. On the job training provided

License/

Certification: Successful completion of Nurse Aide course and test.

POSITION SUMMARY:

The primary purpose of your job position is to provide each of your assigned residents and others, with routine daily nursing care and services in accordance with the resident assessment and care plan; and as may be directed by your nurse supervisor and in accordance with current regulations, policies, and guidelines.

DUTIES AND RESPONSIBILITIES:

- Perform assigned day-to-day nursing assistant functions.
- May be required to assist in other areas than those assigned.
- Performs other duties as assigned.
- Perform specific tasks in accordance with daily work assignments and established nursing procedures.
- Participate in and receive the nursing report upon reporting for duty.
- Observe and report resident conditions to the nursing staff or appropriate supervisor and all information pertaining to procedures carried out, changes, incidents, or unusual finding.
- Become familiar with resident daily needs, likes, dislikes, etc. in order to personalize care given each individual. Review care plans daily to determine if changes in the resident's daily care routine have been made on the care plan.
- Record all data including, food/fluid intake, eating habit changes, TPRs (temps, pulse, respirations), bowel records, etc. on the computer, kiosk, flow sheets, notes, charts, etc.
- Participate to maintains the physical, social, and psychological environment conducive to the resident's welfare and best interests.
- Performs direct resident cares including but not limited to dental care, dressing/undressing, hair, and nail care, shaving functions, bowel and bladder functions, catheter care, repositioning, transporting, bathing functions, specimen collection, special treatments as instructed, etc.
- Ensure all nursing cares are provided in privacy.
- Respond to call lights in a timely manner.
- Keep residents dry and clean (change gown, clothing, linen, etc.), when it becomes wet or soiled.

- Make beds occupied and unoccupied. Change bed linens. Keep linens' tight to avoid wrinkles from forming under the resident.
- Cooperate with inter-departmental personnel, as well as other facility personnel to ensure that nursing services can be adequately maintained to meet the needs of the residents.
- Assist to ensure that the resident's room is ready for receiving the resident (bed made, name tags up, etc.)
- Store resident's clothing as instructed.
- Help restore independence through encouragement in ADL skills.
- Assist residents to walk with or without self-help devices as instructed.
- Provide daily range-of-motion exercises. Perform restorative and rehabilitative procedures as instructed.
- Prepare residents for meals (take to bathroom, wash hands, comb hair, raise bed, position tables, place bibs, take to/from dining area.)
- Assist with feeding. Serve food trays.
- Keep resident water pitchers clean and filled with fresh water and within easy reach of the resident.
- Serve between meal and bedtime snacks.
- Perform after meal care (remove trays, clean resident's hands, face clothing, take to bathroom, brush teeth, clean dentures, etc.)
- Check rooms for food articles (food in proper container, unauthorized food items, etc.)

JOB EXPECTATIONS:

- Follow established safety precautions when performing tasks and using equipment and supplies.
- Assure that work performance is to the best of ability and effort.
- Be accountable for use of time.
- Adhere to work schedules as closely as possible including time and attendance. Proper notification of an absence is essential.
- Exhibit a clean, neat, and professional appearance. Adhere to the appearance and dress codes of the facility.
- Assure that work/assignment areas are clean and that equipment, tools, supplies, etc., are properly stored at all times, including before leaving such areas for breaks, mealtimes, and end of the workday. Assure that assigned work areas are maintained in a clean, safe, comfortable, and attractive manner. Report all hazardous conditions or equipment.
- Assure that established infection control practices are maintained at all times.
- Must be able to deal tactfully with co-workers, residents, family members, visitors, government agencies and the public.
- Follow established department and facility policies and procedures.
- Complete proper reports and forms when required as established by department and facility policies and procedures and/or as requested.
- Report all accidents/incidents.
- Handle unanticipated events in a professional and calm manner.
- Must work harmoniously with residents and with other staff in all departments.
- Must represent facility in a calm and pleasant manner.
- Attend and participate in in-service educational classes, departmental meetings, staff meetings, and committee meetings.

- Maintain the confidentiality of resident, physician, and co-worker information.
- Honor the residents' personal and property rights. Report all allegations of resident abuse and/or misappropriation of resident property.

PHYSICAL DEMANDS:

Must be able to move intermittently throughout the workday.

Must be able to speak and write the English language in an understandable manner.

Must be able to cope with the mental and emotional stress of the position.

Must be able to see and hear or use prosthetics that will enable these senses to function adequately to ensure that the requirements of this position can be fully met.

Must function independently and have flexibility, personal integrity, and the ability to work effectively with residents, personnel, and support agencies.

Must meet the general health requirements set forth by the policies of this facility which include a medical and physical examination.

Must be able to relate to and work with the ill, disabled, elderly, emotionally upset, and, at times, hostile people within the facility.

Must be able to push, pull, move, and/or lift a minimum of 50 pounds to a minimum height of 5 feet and be able to push, pull, move, and/or carry such weight a minimum distance of 100 feet.

May be necessary to assist in the evacuation of residents during emergency situations.

JOB ANALYSIS AVAILABLE

Reasonable Accommodation Statement

Consistent with the Americans with Disabilities Act (ADA) and state civil rights law, it is the policy of Bethesda Home of Aberdeen to provide reasonable accommodation when requested by a qualified applicant or employee with a disability, unless such accommodation would cause an undue hardship. The policy regarding requests for reasonable accommodation applies to all aspects of employment, including the application process. If reasonable accommodation is needed, please contact the Human Resources Department at 605-225-7580, lynnwanner@aberdeenbethesda.org.

ACKNOWLEDGMENT

I have read this job description and fully understand the requirements and expectations set forth therein. I hereby agree to abide by all standards, policies, and procedures of the facility. This job description is intended to convey the general scope of the major duties and responsibilities inherent in this position. Other tasks not listed may be assigned. Periodic revision may be necessary to reflect changes in expectations placed on long term care by various governmental agencies.

I understand that as a result of my employment, I may be exposed to blood, body fluids, infectious diseases, air contaminants and hazardous chemicals and that the facility will provide to me instructions on how to prevent and control such exposures

I understand that my employment is at-will, and thereby understand that my employment may be terminated at-will either by the facility or myself and that such termination can be made with or without notice.

Date

Signature – CNA

Date

Signature – Director of Nursing