

# **JOB DESCRIPTION**

**TITLE:** Certified Nursing Assistant

**DEPARTMENT:** Health Center

**REPORTS TO:** Licensed Nurse

**GRADE:** 1 Nursing **DATE:** February 2003

## **JOB SUMMARY:**

The Certified Nursing Assistant shall provide direct resident care under the supervision of a licensed nurse and maintain a clean, orderly and safe environment for all residents, with emphasis on activities of daily living and restoration of a higher level of function.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following: (Other duties may be assigned):

Assists residents in the activities of daily living including, but not limited to: ambulation, bathing, dressing, eating, toileting, personal hygiene and activities.

Promptly reports changes and any unusual occurrences regarding residents to Licensed Nurse.

Participates in admission, transfer and discharge procedures.

Participates in care planning conferences on assigned residents as requested.

Assist in transporting residents to and from activities and programs.

Accurately documents required data in a timely manner using appropriate forms.

Responds to each resident's call light promptly.

Follows established performance standards and performs duties according to facility policies and procedures.

Identifies safety hazards and emergency situations and initiates appropriate action immediately.

Completes in-service program participation requirements and maintains current certification.

Works as a member of a team.

Gets along with co-workers.

Contributes to a positive, healthy and safe work environment.

Accepts change in a positive manner.

Functions under intense time pressure; Performs any other relative, relevant duties as assigned.

## **EQUIPMENT USED:**

Hospital beds and side rails, sphygmomanometers, stethoscope, thermometer, wheelchair, ambulatory aids, mechanical lifts, therapeutic baths, service delivery carts, telephone, other call systems, physical restraints, other equipment used by department.

**QUALIFICATION REQUIREMENTS:** 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.

**EDUCATION and/or EXPERIENCE:** Current California Certified Nursing Assistant Certification.

**LANGUAGE SKILLS:** Must be able to read, write, speak and understand English.

**MATHEMATICAL SKILLS:** Basic mathematical skills required.

**REASONING ABILITY:** Must be able to understand and follow established policies and procedures of the facility.

Must be able to recognize emergency situations and respond appropriately.

Plans, organizes and prioritizes work assignments efficiently.

**OTHER SKILLS and ABILITIES:** Current CPR certification.

Ability to work independently requiring only minimal supervision.

Ability to encourage residents for each optimal level of independent functioning.

Possesses excellent interpersonal skills.

Ability to think quickly and act appropriately in emergency situations.

## **PHYSICAL DEMANDS:**

Moderate: standing, walking, talking, listening, grasping, reaching, balancing, stooping, kneeling, crouching, smelling, pushing, pulling.

Must be able to lift 50 pounds on a regular basis. Very heavy lifting may be required in an emergency situation.

Must be able to assist in lifting and positioning residents weighting in excess of 100 lbs.

Must be able to wear protective gloves to guard against exposure to body fluids and cleaning agents.

Must be able to distinguish appropriate body fluids and food temperatures.

**WORK ENVIRONMENT:**

Moderate temperature with limited fluctuations. Exposed to moisture in showers and in other procedures. Potential for exposure to body fluids and cleaning agents.

**NUMBER OF PEOPLE SUPERVISED** (under regular control): None.



### JOB ANALYSIS

Department: HC NURSING

Job Title: CNA

Prepared By: KRISTIE LUCERO

Date: April 16, 2004

This job analysis is to assist in proper job placement. Place an "X" in each of the appropriate boxes to describe the extent of the specific activity the employee's job requires.

MATERIAL HANDLING ACTIVITIES		Not at all (0 hours)	Up to 28% Occasional (1-2 hours)	Up to 50% Frequent (3-4 hours)	Up to 78% Repeatedly (5-6 hours)	Up to 100% Continuous (7+ hours)
<b>Lifting</b>	<b>Maximum pounds required</b>					
FLOOR TO KNUCKLE	50		X			
KNUCKLE TO SHOULDER	50		X			
SHOULDER TO OVERHEAD	50		X			
<b>Carrying</b>	50			X		

NON MATERIAL HANDLING ACTIVITIES		Not at all (0 hours)	Up to 28% Occasional (1-2 hours)	Up to 50% Frequent (3-4 hours)	Up to 78% Repeatedly (5-6 hours)	Up to 100% Continuous (7+ hours)
<b>Bending / Stooping</b>				X		
<b>Squatting / Crouching</b>			X			
<b>Kneeling</b>		X				
<b>Climbing / Stairs</b>			X			
<b>Pushing / Pulling</b>	100 LBS				X	