

NORTHEAST MONTANA HEALTH SERVICES - FAITH HOME
JOB DESCRIPTION
CERTIFIED NURSES ASSISTANT

NAME: _____

ACCOUNTABLE TO: DIRECTOR OF NURSING

PURPOSE OF YOUR JOB POSITION

The primary purpose of your job position is to perform nonprofessional nursing duties by attending to the personal needs of the resident. Supports the professional Nursing personnel in a variety of standard and routing procedures.

Every effort has been made to make this as complete as possible. However, it in no way states or implies that these are the only duties you will be required to perform. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical job assignment to the position.

WORKING CONDITIONS

1. Is subject to frequent interruptions.
2. Is subject to sitting, standing, and lifting throughout the day.
3. Is subject to infectious diseases, waste, and odors, etc.
4. Is subject to hostile and emotionally upset Residents, families and visitors.
5. Is willing to work beyond normal working hours, weekends and holidays.
6. Is subject to falls, injury from equipment, odors, etc.
7. May be required to be placed on an "on-call" status during periods of low census.

ESSENTIAL EDUCATIONAL REQUIREMENTS

1. Must be Certified by the State of Montana
2. Prefer applicants who have completed CNA training. If not Certified must complete Certified Nurse's Assistant training as soon as possible, until then will be working as a Helping Hand.

ESSENTIAL JOB FUNCTIONS

1. Must be able to lift and move Residents daily. Must be able to lift a minimum of 50 pounds.
2. Must be able to work on feet all-day and free of any lack of mobility problems.
3. Must be able to work flexible hours.
4. Must be able to speak the English language in an understandable manner.
5. Must be able to cope with the mental and emotional stress of the position.
6. Must be able to see and hear or use prosthetics that will enable these senses to function adequately to assure that the requirements of this position can be fully met.
7. Must function independently, have flexibility, personal integrity, and the ability to work effectively with Residents, family members, physicians and co-workers.
8. Must be in good general health and demonstrate emotional stability.
9. Must be able to relate to and work with the ill, disabled, elderly, emotionally upset, and at time hostile people within the facility.
10. Must display ability to maintain absolute confidentiality at all times.

MAJOR DUTIES AND RESPONSIBILITIES

1. Responsible for maintenance of personal hygiene of assigned Residents.
 - a. Bathes Residents as scheduled.
 - b. Make beds and change linens as scheduled.
 - c. Assists Residents with dressing as necessary.
 - d. Perform oral hygiene on Residents daily and as needed.
 - e. Care for grooming needs daily and as needed.
2. Responsible for performing the nursing procedures for which trained with the necessary skill and knowledge.
 - a. Perform as ordered by Physician and Supervising Nurse.
 - b. Lifts and moves Residents according to procedure.
 - c. Assists Residents to dine in a timely manner.

- d. Weighs Resident as scheduled.
 - e. Assist with sitz baths according to physician's orders.
 - f. Assists with collection of urine, stool and sputum specimens when request by Supervising Nurse.
 - g. Cares for body after death according to procedure.
 - h. Assists with admission, discharge and transfer of Residents according to procedures.
 - i. Takes and records vital signs when requested by Supervising Nurse.
 - j. Knows procedure for working in different isolation techniques.
 - k. Performs colostomy care.
3. Responsible for maintenance of comfortable and safe environment for Residents.
- a. Follows Policies and Procedures of NEMHS.
 - b. Assist with positioning of Resident according to procedures.
 - c. Uses safety devices to protect Resident as necessary.
 - d. Performs passive and active exercises as directed by RN.
 - e. Uses proper transfer techniques according to procedure.
 - f. Assists Resident with sitting in chair and walking in timely manner.
 - g. Assists in preparation and maintenance of mechanical and electrical equipment used in Resident care efficiently.
 - h. Cleans used supplies, utensils, instruments and equipment as directed by the Supervising Nurse.
4. Responsible for making observation within the scope of knowledge and responsibility, reporting to appropriate persons, recording selected observations and procedures.
- a. Supports and implements NEMHS and Nursing Policies.
 - b. Maintains effective relationship with Residents, visitors and co-workers.

5. Responsible for Resident and employee education.
 - a. Carry out as requested by Physician and Supervising Nurse.
 - b. Instruct and assist Residents with specimen collection, test and procedures.
 - c. Attend in-services as scheduled and required by State and Federal Regulations.
 - d. Complete a minimum of 12 hours in-service training per year, as mandated by the State.
 - e. Attends meetings, in-services, and must maintain CNA certification.
 - f. Must maintain CPR and BLS Certifications current.

6. Abide by all policies of NEMHS. Read and review all policies.
 - a. All Nursing Policies
 - b. All Personnel Policies
 - c. All OSHA Regulations
 - d. All Corporate Compliance
 - e. HIPAA
 - f. Hazcom/Blood Borne Pathogens

I have read the job description and hereby agree to perform the above duties and responsibilities to the best of my ability.

Supervisor

Date

Employee

Date