

**Certified Nursing Assistant (C.N.A.) Care partner
Job Description**

Position Title: C.N.A. Care partner
Department: Nursing

Reports To: RN or LPN/Charge Nurse
FLSA Status: Nonexempt

SUMMARY: The Certified Nursing Assistant (C.N.A.) Care partner is responsible for providing person-directed nursing care to elders in accordance with all applicable state laws and regulations as well as A.G. Rhodes Health & Rehab’s nursing policies and procedures. The primary purpose of this job position is to provide elders with person-directed care and the routine daily assistance they need in their activities of daily living, and as may be directed by your supervisors within the scope of practice. The position requires a rare combination of clinical skills and the ability to meet the psychological needs of the elders served.

ESSENTIAL DUTIES AND RESPONSIBILITIES: include the following. Other duties may be assigned as needed.

1. Provides Person-Directed care to all elders
2. Effectively implements individualized elder care plans within role
3. Responds in a timely fashion to all elder requests
4. Provides timely, accurate and complete documentation in PCC
5. Provides Accurate, complete skin assessments and any changes reported immediately
6. Performs personal care, including bathing, and all required care in a calm, professional manner
7. Competently completes assignments in a timely manner using good time management
8. Ensures Elders’ rooms and property are carefully handled, maintaining elder living environment as homelike as possible
9. Performs Elder rounds regularly throughout the shift for toileting, repositioning, providing hydration, etc.
10. Displays courtesy and respect at all times
11. Manages difficult or emotional customer situations
12. Maintains patient confidentiality, complying with all HIPAA regulations
13. Responds to all elder requests for assistance, answering call lights in a timely manner
14. Ensures that Elder privacy and dignity are maintained at all times
15. Protects and promotes the rights of every elder according to the Elder Bill of Rights and Reports all elder abuse immediately to their immediate supervisor according to policy

16. Smiles and consistently exudes a pleasant persona
17. Expresses a genuine caring attitude towards customers
18. Escorts elders as needed
19. Demonstrates competence in required job skills and knowledge
20. Knowledgeable in doing transfers safely following the plan of care
21. Demonstrates ability to provide range of motion, proper positioning, and assist with elder ambulation
22. Demonstrates proper use of Standard Precautions
23. Follows all Nursing Department Policies & Procedures
24. Gives complete report to charge nurse / supervisor as needed during the day and at the end of the shift on all elders on assignment, to include changes in condition
25. Shares ideas to solve problems on the unit and looks for ways to improve unit
26. Exhibits good listening and comprehension
27. Shows willingness to share elder knowledge with other staff
28. Selects and uses appropriate communication methods
29. Demonstrates consistent ability to work with others in a professional atmosphere
30. Acts as a positive role model for new employees
31. Contributes to building a positive team spirit
32. Uses all equipment safely and correctly
33. Utilizes gait belt and back supports appropriately
34. Reports malfunctioning equipment promptly
35. Demonstrates a time-conscious awareness, keeping non-essential interruptions to an absolute minimum in order to complete elder care priorities
36. Demonstrates knowledge of emergency policies and procedures
37. Follows appropriate infection control measures
38. Shows the ability to be well organized and ready to start assignment at the beginning of the shift
39. Demonstrates willingness to attend in-services to increase job knowledge and skills and meet yearly state guidelines
40. Shows initiative and does not require reminders to perform tasks and complete assignment
41. Fulfills requirement for 12 hours of yearly in-service requirement
42. Visibly displays ID Badge at all times
43. Exhibits flexibility and the willingness to work any and all assignments as deemed necessary to meet staffing and elder needs
44. Assumes responsibility for professional certification(s)
45. Always ready to start report on time
46. Shows ability to accept constructive criticism
47. Demonstrates willingness and ability to learn new policies and procedures
48. Manages competing demands
49. Changes approach or method to best fit the situation

50. Possesses the ability to make independent decisions when circumstances warrant such actions
51. Schedules time off in advance
52. Begins working on time
53. Keeps absences within guidelines
54. Assumes responsibility for accurately maintaining and recording time records
55. Shows flexibility and respect in meeting Nursing department scheduling needs
56. Maintains professional appearance per handbook policy.

A.G. RHODES CORE STANDARDS:

1. **Customer Service:** Works diligently to accomplish our Mission and ensures that all elders, families, coworkers and vendors receive excellent customer service.
2. **Attendance:** Arrives to work on time as scheduled with minimal call outs or tardiness per handbook policy.
3. **Communication:** Maintains open lines of communication with coworkers and supervisors. Reports incidents timely and according to guidelines.
4. **Team Work:** Has willingness to help others and maintains a positive attitude. Respects and supports coworkers.
5. **Education:** Attends in-services on a regular basis, ensuring all CEU and in-service hour requirements are met.
6. **Confidentiality:** Follows all HIPAA regulations and works to ensure information/PHI is kept confidential.

EDEN ALTERNATIVE EXPECTATIONS:

- Will work to promote Person-directed care, so that the unique needs, preferences and desires of each elder are honored and met.
- Will ensure core Person-directed values are upheld for all elders, including: choice, dignity, respect, self-determination and purposeful living.
- Will help promote an Elder-centered community through close and continuing relationships, meaningful interactions, opportunities to give as well as receive care, and a rich and diverse daily life.
- Will help create a Human Habitat where life revolves around close and continuing contact with plants, animals and children. It is these relationships that provide the young and old alike with a pathway to a life worth living.
- Will gain a greater understanding of The Ten Principles and apply them to daily work. Especially with recognizing that loneliness, helplessness and boredom account for the bulk of suffering among our elders.

QUALIFICATIONS:

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE:

Completion of state approved Certified Nursing Assistant program. High school diploma or GED is preferred. High school students will be considered. Knowledgeable of nursing practices and procedures as well as the laws, regulations and guidelines governing Certified Nursing Assistant competencies in the long-term care community.

SUPERVISORY RESPONSIBILITIES:

N/A

LANGUAGE SKILLS:

Must be able to read, write, speak, understand and communicate in the English language.

LICENSES, CERTIFICATES, REGISTRATIONS:

Current C.N.A. certification from the State Board of Nursing. CPR/First Aid certification preferred but not required.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand and walk. Must be able to move intermittently throughout the work day. The employee frequently is required to use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee is occasionally required to stoop, kneel, crouch, or crawl. The employee must regularly lift, push, pull, transfer and/or move up to 50 lbs. Specific vision abilities required by this job include close vision, distance vision, and depth perception. Must be able to assist in the evacuation of elders.

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

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently exposed to extreme cold and extreme heat. The employee is occasionally exposed to wet and/or humid conditions; moving mechanical parts; high, precarious places; and fumes or airborne particles. The noise level in the work environment is usually moderate.

OSHA OCCUPATIONAL EXPOSURE CATEGORY:

After careful analysis, it has been determined that this falls into OSHA Occupational Exposure Category III and requires the following protective equipment be worn by anyone filling this position.

GLOVES, GOWNS, MASKS, AND/OR GOGGLES:

Training will be provided in how to properly and effectively use any necessary equipment, in addition to education regarding precautionary measures, epidemiology, and modes of transmission and prevention of HIV/HBV.

ROUTINE DECISION-MAKING:

Responsible for routine decision-making as it pertains to the essential functions of the position.

FORMAL POLICY-SETTING RESPONSIBILITIES:

No formal responsibility

Questions? Email HR@agrhodes.org.