

ACCENT ON INDEPENDENCE

JOB DESCRIPTION

Title: Certified Nursing Assistant (CNA)	Reports To: DON, HR Supervisor
	Date: March 2, 2010

GENERAL PURPOSE OF POSITION

Under the direction of the nursing staff is responsible for providing a variety of routine and advanced patient care tasks. CNAs also assist with basic activities and daily living needs of patients. The primary goals are promotion of client dignity, independence, comfort, mobility, personal appearance, and safety.

PRIMARY DUTIES AND RESPONSIBILITIES

Approx.

% of time	Duty or Responsibility
65	Skilled care: Skin care and check Assist with self-administered medications by opening a medication bottle or pillbox to aid the client with obtaining the amount of the medication desired. The CNA may read the instructions on the label to the client if the correct dosage is questioned. May not pour medication. O2 check Transferring in /out of bed or to change position by means of Hoyer, slide board, gait belt, stand-by, or pivot devices. Assist with ambulation/walker Assist with range of motion Assisting individual to move on/off bed pan, commode, or toilet Assist with toileting by administering rectal stimulation or suppository Empty and clean leg bag/catheter bag Promptly report all changes in client's condition to supervising RN Wound care per RN delegation
15	Personal care of the client: Assist with bathing in bed, tub, shower, or with sponge bath Assist with grooming to include care of hair, shaving, and ordinary care of nails (limited to filing and cleaning) Oral care Dressing/undressing
10	Light housekeeping Floor care to include vacuuming, sweeping, and mopping Dusting Bathroom cleaning

- Bed making and linen change
- Laundry
- Dishes
- Garbage and waste disposal
- 3 Meal preparation (special diet)
- 5 Documenting according to procedures all visits made and services provided to the client.
- 2 Feeding

OTHER DUTIES AND RESPONSIBILITIES

The client or his/her representative may make additional requests for services not described within this document. Such requests may be performed if time allows during the visit and if the duty requested is on the client's careplan. Must adhere to the policies and procedures of AOI. Should have the ability to respond appropriately in stressful situations. Must complete 12 CEUs per year.

Employees are held accountable for all duties of this job.

RESPONSIBILITIES FOR WORK OF OTHERS

No supervisory responsibilities are associated with this position.

RESPONSIBILITY FOR INTERPERSONAL CONTACTS

Certified Nursing Assistants should be able to communicate effectively. The CNA must maintain strict client confidentiality at all times.

POTENTIAL IMPACT OF WORK ON THE ORGANIZATION

POSITION QUALIFICATIONS

EDUCATION/FORMAL TRAINING

N/A

LICENSES, CERTIFICATES, REGISTRATIONS

Documentation of state approved CNA certification in the state of Colorado. Current CPR certification is preferred but is not required.

WORK EXPERIENCE

Experience in the field of home health care is preferred but not required.

SKILLS

Must have ability to successfully complete quizzes given on subject matters covered during orientation.

Must have ability to speak clearly and effectively in a variety of settings.

Must have ability to follow written and/or oral instructions

Must have a record of reporting to work consistently and on time.

Must have ability to listen attentively and actively.

PHYSICAL DEMANDS:

While performing the duties of this position, the employee will be required to perform tasks involving physical activity common to ordinary personal care and household chores. Assisting with homemaking should not exceed 15 lbs. There may be bending and prolonged standing associated with this position. Must have own transportation to include valid driver's license, current auto insurance and reliable vehicle, or a workable plan for alternate transportation.

WORK ENVIRONMENT:

Flexible work schedule to include days/nights, weekdays, and are required to work one visit per weekend at a minimum. AOI does not schedule in shifts or guarantee hours.

This job description is not intended, and should not be construed, to be an exhaustive list of all responsibilities, qualifications, or working conditions associated with this position.