

JOB DESCRIPTION

TITLE: Nursing Assistant Certified

DEPARTMENT: Health Services

REPORTS TO: Team Leader

SUPERVISES: Not Applicable

JOB SUMMARY:

Our Nursing Assistants Certified are vital to the smooth running of our organization and provide valuable and necessary medical assistance and care of our residents. They possess the medical training needed to assist with the acute and long-term medical care of our residents, while providing vital patient care services.

DUTIES AND RESPONSIBILITIES:

Provides services to residents that may include, but are not limited to: personal grooming and hygiene such as bathing, oral and foot care, transporting in wheelchairs or escorting to meals or delivering of meals, dressing or assisting with dressing

Interacts with residents; assists with locating 'lost' possessions, responds to routine questions, encourages participation in activities, allows resident choice and dignity

Takes, as directed and supervised, vital signs; assists other team members with the taking of vital signs and routine resident interaction

Other duties as assigned which may include, but are not limited to:

- Records information used in resident assessment such as tray monitor, weights, intake and output and vital signs
- Responds to incoming telephone calls
- Charges supplies and usage with cost control in mind
- Provides Receptionist service, as needed, on weekends
- Delivers nourishment's to residents as needed
- Provides minor clean up services, when required, in patient's rooms
- Gathers clothes for laundry

- Delivers packages, parcels, letters, miscellaneous items to residents' rooms

ENVIRONMENTAL/PHYSICAL/MENTAL REQUIREMENTS:

Nursing Assistants Certified perform the majority of their duties in direct contact with our residents and with other care providers. This requires them to possess the ability to be on their feet much of the time, move freely about the entire facility and lift up to 250 pounds to chair and/or bed height, with appropriate devices. They are required to push, pull and stoop frequently, including some lifting of residents. They must be able to read and comprehend medical and related care instructions and follow these accurately. They must be able to verbally communicate with clarity. They must possess the ability to assess the physical and mental changes of a resident and report them appropriately.

QUALIFICATIONS:

EXPERIENCE: Nursing Aide Certification, preferably with experience in a long-term care facility for the elderly

SKILLS: Demonstrated ability to acquire skills for interacting with a wide variety of people, particularly the elderly and their family members; ability to effectively organize and accomplish the myriad tasks of the position

EDUCATION: High School diploma

LICENSES/CERTIFICATIONS: Nurse Aide certification and license, unencumbered

EMPLOYEE STATUS DESIGNATION

Non-exempt; regular; part-time; hourly