

# STODDARD BAPTIST GLOBAL CARE, INC.

Facility: WASHINGTON CENTER FOR AGING SERVICES

## JOB DESCRIPTION

(CERTIFIED NURSING ASSISTANT (CNA))

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JOB TITLE: CERTIFIED NURSING ASSISTANT (CNA)

DEPARTMENT: NURSING

CLASSIFICATION: NON-EXEMPT

REPORT TO: RESIDENT CARE MANAGER (RCM)

### I. BASIC FUNCTIONS

Under the supervision of licensed nursing staff, the CNA shall assume responsibility for participating in the delivery of direct/indirect care to residents as assigned and report all observations/changes in resident's condition to the licensed nursing staff.

### II. CHARACTERISTICS RESPONSIBILITIES

The following is summary of the functions of this individual's job. He/She may perform other duties as assigned, which are not listed below; and specific functions may change from time to time. This individual may be required to float throughout the facility at anytime per the request of the Nursing Supervisor.

- Adhere to WCAS and Nursing Department policies and procedures.
  - Maintain resident rights, including right to privacy
  - Treat residents with respect both physically and emotionally.
  - Sensitive to residents emotional, social and spiritual needs.
- Perform data gathering activities necessary for resident care.
  - Take vital signs and reports to appropriate nurse
  - Listens to shift report and seeks clarification as needed
  - Answers resident call bells to determine the resident's needs and responds accordingly or reports need to appropriate nurse
- Provides personal hygiene and comfort measures to residents as directed by the licensed nurse.
  - Provides AM/PM care according to skincare protocols
  - Provides oral hygiene and hair/nail care as needed
  - Changes linens as needed
- Assists in the maintenance of adequate nutrition and hydration
  - Weighs residents as ordered and documents according to policy
  - Ensures fresh water is available for drinking and offers drinks of water or other fluids consistent with care plan recommendations

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- Assists with feeding in a manner which is consistent with resident activity limits
- Follows dietary or rehabilitation recommendations for food and fluid consistency.
- Documents resident intake according to policy.
- Assists residents with excretory needs as directed.
- Assists with bedpan/urinal
- Assists to bathroom
- Assist in the administering of enemas
- Has knowledge and uses the principles of aseptic technique in daily practice
  - Uses proper hand washing techniques
  - Utilizes standard precautions for body fluids
  - Complies with isolation procedures
  - Properly handles soiled linen and trash
- Assists in ways to solve problems and make improvements in the delivery of resident care in collaboration with licensed professional therapy staff
  - Participates in implementing rehabilitation therapeutic interventions
  - Gains knowledge in functional aspects of disability
  - Participates in specific rehabilitation treatment interventions assigned by licensed professional therapy staff in accordance with patient's individualized treatment plan
  - Ensures individualized resident treatment/continuity of quality of care.
  - Participates in resident/family training/educational sessions as assigned licensed professional therapy staff.
- Maintains a clean and safe environment for patient.
  - Straightens and/or changes linen as needed.
  - Removes unnecessary equipment from room.
  - Cleans bedside and overbed tables
- Attends 70 percent of staff meetings and 100 percent of mandatory in-service
- Assists with orientation of new employees.
- Report all suspected cases of resident abuse and neglect including. sexual, physical and mental abuse, corporal punishment and involuntary seclusion to his/her immediate supervisor.
- Demonstrates the behavior of the Performance Improvement role model:
- Promotes quality through continuous performance improvement
- Suggests opportunities for improvement
- Promotes customer satisfaction
- Promotes hospitality

### III. WORKING CONDITIONS/PHYSICAL EXERTION

- Works in clean. well-lighted. heated and ventilated facility.

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- May be exposed to communicable diseases in the course of work.
- May hear abusive language from confused residents.
- Possibility of strains/sprain moving residents or injury from a confused resident.

### IV. DUTY HOURS

- Minimum of 8 hours per week. or whatever is required for efficient job performance.
- Is classified as non-exempt and is eligible for overtime under the Fair Labor Standards Act.

### V. MINIMUM ENTRY QUALIFICATIONS

- High school graduate
- Current certification as a Nursing Assistant in the District of Columbia
- Passed physical examination.
- Favorable Reference
- Successful completion of background and drug screening
- Completes orientation
- Must be familiar with procedures involved in patient tasks.
- Minimum of one (1) year of appropriate rehabilitation experience preferred.

### VI. SUPERVISION RECEIVED

- Supervised by the RCM, LPN, Nursing Supervisor, DON and ADON.

### VII. SUPERVISION EXERCISED

- None

### VII. PERSONAL INTERACTIONS

- Significant interactions with general public, employees and residents.

I, \_\_\_\_\_, have read the above job description and fully understand the conditions set forth therein. I will perform the duties of CERTIFIED NURSING ASSISTANT (CNA) to the best of my knowledge and ability. I have received a copy of this job description.

Date: \_\_\_\_\_ Signature: \_\_\_\_\_