

**Pine Valley Community Village
Position Description**

Name: Department: Nursing
Position Title: Certified Nursing Assistant Pay Grade: D
Date: Reports to: LPN and RN

Purpose of Position

The purpose of this position is to perform a variety of nursing assistance duties to provide care and comfort for Center residents. The work is performed under the general supervision of the Licensed Practical Nurse and Registered Nurse on an assigned shift.

Essential Duties and Responsibilities

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Reviews resident care plans and care cards to implement nursing assistance.
- Provides routine treatments as directed by supervising nurse. Takes temperature, weighs residents, applies skin lotions and ointments, prepares treatment supplies, takes blood pressure/pulse according to established schedules or as ordered by nurses.
- Evaluates residents' physical, mental and emotional condition and reports changes to supervising nurse.
- Records nursing assistance activity to residents' charts via electronic charting.
- Answers call for assistance from residents.
- Provides comfort and assurance to residents as needed. Listens and responds to resident concerns.
- Distributes drinking water, juice, snacks, supplements and food trays to residents. Records food and liquid intake and output. Assists resident as needed with eating and drinking.
- Ambulates residents. Escorts and transports residents to dining room, activities and other areas within the facility.
- Assists residents with personal hygiene/grooming, or performs personal hygiene for residents such as bathing, shaving, toileting, cutting nails, brushing hair, dressing, brushing teeth and others.
- Repositions and transfers residents.
- Makes beds, collects dirty bed linens and takes to laundry.
- Fills linen carts and closets with clean linens.
- Cleans eating areas. Picks up food trays, load and unload dishwasher.
- Cleans utensils such as bedpans, urinal, basins and others.
- Provides range of motion, applies splints and other adaptive equipment per Restorative nursing plan of care.
- Attends facility/nursing in-services and meetings regularly (12 hours minimum annually).
- Distributes gloves, chux, towels, soap, Tena products and other supplies.
- Loads and unloads washers and dryers and fold clothes and linens.
- Participates and engages residents in activities.

Minimum Training and Experience Required to Perform Essential Job Functions

Certification as a Nursing Assistant by the State Nursing Assistant Registry Board.

Physical and Mental Abilities Required to Perform Essential Job Functions

Language Ability and Interpersonal Communication

- Ability to classify, compute and tabulate data and information, following a prescribed plan requiring the exercise of some judgment. Ability to compare, count, differentiate, measure and sort information. Ability to assemble, copy, record and transcribe data and information.
- Ability to advise and provide interpretation to others how to apply policies, procedures and standards to specific situations.
- Ability to utilize a wide variety of descriptive data and information such as regulations, flow sheets, lists, schedules, procedure manuals, resident records, correspondence and general operating manuals.
- Ability to communicate effectively with residents, co-workers, visitors, residents' families and volunteers.

Mathematical Ability

- Ability to add and subtract, multiply and divide, and calculate percentages, fractions, and decimals.

Judgment and Situational Reasoning Ability

- Ability to use functional reasoning and apply rational judgment in performing diversified work activities.
- Ability to exercise the judgment, decisiveness and creativity required in situations involving the evaluation of information against sensory and/or judgment criteria, as opposed to criteria that are clearly measurable.

Physical Requirements

- Ability to operate, maneuver and/or steer equipment and machinery requiring simple but continuous adjustments such as scales, thermometers, blood pressure cuff, personal hygiene and grooming tools. Hoyer lift and other lift devices.
- Ability to coordinate eyes, hands, feet and limbs in performing movements required to provide care to residents.
- Ability to exert moderate but not constant physical effort, typically involving some combination of walking, standing, balancing, stooping, kneeling, crouching, lifting, carrying, pushing and pulling.
- Ability to recognize and identify similarities or differences between characteristics of colors, shapes, sounds and odors associated with job-related objects, materials and tasks.

Environmental Adaptability

- Ability to work under conditions which require exposure to environmental factors such as odors, toxic agents, vibrations, machinery, wetness, disease and/ or dust. This exposure may cause some discomfort and presents a risk of injury.

Pine Valley Healthcare and Rehabilitation Center is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the Center will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Employee's Signature

Supervisor's Signature

Date

Date