



Position:

Certified Nursing Assistants / Caretaker

Reports To:

Program Manager, Lead Caretaker, and Registered Nurse

Employment Requirements:

1. High school graduate or GED
2. Five years of current experience as a certified nursing assistant/caretaker
3. Certified nursing assistants/Caretakers are required to be at least twenty-one years of age.
4. Certified nursing assistants/Caretakers are required to be examined by a physician and certified to be free of communicable disease or any other condition that may adversely affect the health of the residence in More Than A Home.
5. Certified nursing assistants/Caretakers must be responsible, mature individuals of reputable character who exercise sound judgment and evidence of a capacity to provide good care for residents.
6. Certified nursing assistants/Caretakers are required to be in good physical and mental health.
7. Certified nursing assistants/Caretakers within six months of employment, must successfully complete at least 15 hours of training approved by the licensing agency related to health, safety and welfare of residents, resident's rights, and treatment appropriate to residents.
8. Certified nursing assistants/Caretakers shall complete 8 hours of training approved by the licensing agency related to the health, safety, welfare, rights and treatment of residents every year beginning with the calendar year after the year in which the initial training is received.
9. If any of the following circumstances occur, with any staff member, a member of the management must be notified immediately:
 1. A conviction of any crime
 2. Any current or past investigations by any governmental agency for any act, offense, or omission, including an investigation related to the abuse or neglect, or threat of abuse or neglect to a resident or an investigation related to misappropriation of a resident's property.
 3. A governmental finding substantiated against a staff for abuse or neglect of a resident or misappropriation of a resident's property.
 4. A denial, restriction, or other limitation of a license or credential from the department of regulation and licensing.

Job Description:

The primary purpose of the certified nursing assistant/caretaker is to provide direct care and to monitor the day-to-day activities of residents. The certified nursing assistant /caretaker needs to adhere to policies and procedures, set forth by More Than A Home, including the implementation of patient rights and responsibilities. The certified nursing assistant/caretaker reports directly to the lead caretaker and/or program manager. The certified nursing assistant/caretaker is required to meet with the management team as requested, to assess progress toward meeting program objectives. The certified nursing assistant/caretaker must:

- have a sympathetic attitude toward caring for residents with various disabilities
- be mature and be able to deal effectively with the job demands, recognize emergencies, and possesses knowledge of emergency procedures

- demonstrate good judgment in decision-making and problem-solving
- be able to read, write, and carry out directions
- be physically able to sit, stand, walk and be able to bend, lift, and carry medical supplies and equipment from one location to another
- have access to reliable means of transportation and be able to meet productivity schedules and participate in staff meetings

Job Duties:

1. The certified nursing assistant/caretaker must be able to read write and communicate appropriately and understandably with residents and supervisory staff.
2. Observe, report, and document patient status and the care or service furnished.
3. Read and record temperature, pulse, respiration, and blood pressure.
4. Report basic element of body functioning and change in body function to the program manager/RN.
5. Maintain a clean, safe, and healthy environment at all times.
6. Exercises universal precautions.
7. Give a complete or partial bed bath to resident and/or assist a resident in taking a bath or a shower.
8. Apply appropriate oral hygiene practices when assisting a resident with oral hygiene.
9. Care for a resident's nails, hair and skin.
10. Shave and shampoo a resident, including applying nonprescription medicated shampoos.
11. Dress and undress a resident.
12. Assist in feeding a resident; including helping resident use adaptive devices and feeding utensils and encouraging a resident to eat nutritionally balanced meals.
13. Assist a resident with bowel and bladder elimination. Assist with change of colostomy bag for stable, chronic stomas.
14. Collect specimens (sputum, urine, and stool).
15. Reinforces sterile dressings and bandages.
16. Changes clean non-sterile dry dressings for stable chronic wounds.
17. Recognize the method for maintaining and improving musculoskeletal functioning by promoting joint mobility, body alignment and movement, including being able to do all of the following:
 - a. Position resident by use of pillows, towel rolls, padding and footboards.
 - b. Perform a simple range of motion exercises.
 - c. Assist residents in the use of crutches, walkers, wheelchairs, canes, prostheses and appliances.
18. Transfer residents safely and according to principles of patient care ergonomics and with proficiency in the use of available equipment that is used to transfer clients.
19. Reinforce breathing exercises, including coughing and deep breathing.
20. Help residents use hearing aids and visual aids.
21. Provide privacy for resident's in treatment, living arrangements and personal care needs.
22. Maintain the confidentiality of resident's health and personal records.
23. Allow residents to make personal choices to accommodate the residents' needs.
24. Maintaining the personal possessions of residents in good and secure condition.
25. Interacting with residents without abusing or neglecting the residents.
26. Interacting with residents without misappropriating the residents' property.
27. Report immediately to program manager every instance of abuse or neglect of a resident or misappropriation of a resident's property.
28. Demonstrate behavior that recognizes that residents have rights and that the aide respects those rights. The certified nursing assistant/caretaker shall do all of the following:

- a. Demonstrate respect and concern for each resident's rights, preferences and awareness of age, color, disability, family status, financial status, gender, marital status, race, sexual orientation, and ethnic, cultural, social, generational and religious differences.
 - b. Show respect for cultural, ethnic and religious food preferences.
 - c. Recognize what constitutes an abuse of residents and demonstrate an understanding of how to interact with residents without abusing them or without appearing to abuse them.
 - d. Demonstrate prevention and intervention skills with a combative resident that balance appropriate client care with a need to minimize the potential for injury to the aide and others.
 - e. Recognize the role of state and federal regulatory agencies in licensing or otherwise approving providers and in investigating complaints of abuse of resident property.
 - f. Demonstrate an understanding of the process by which a resident or staff member may file a complaint on behalf of a client and seek redress for a perceived violation of client rights.
29. Any other tasks within the certified nursing assistant's /caretaker's scope of practice that the facility may choose to have the certified nursing assistant /caretaker perform.

Evaluation:

The performance of this job will be evaluated.

Employee Acknowledgment:

I, the undersigned, have read and/or received a copy the job description, employment requirements, and job duties for the Certified Nursing Assistant /Caretaker. I understand the principle duties, responsibilities, physical requirements, and working conditions of the job and will perform to the best of my abilities.

Print Name: _____

Signature: _____

Date: _____