

**ASSISI HEIGHTS
POSITION DESCRIPTION**

DEPARTMENT: Healthcare Center

POSITION: Certified Nursing Assistant

GENERAL SUMMARY

The Certified Nursing Assistant (CNA) provides personal care, supports activities of daily living and collects routine vital signs under the direction and supervision of licensed nursing staff. Behavior will reflect the Mission of the Sisters of St. Francis to ensure a homelike quality of life for the Sisters. Assure confidentiality at all times with issues relating to residents, guests and fellow employees.

ESSENTIAL FUNCTIONS

- Provides personal care as outlined in the Sister’s plan of care.
- Reports changes, observations or unusual events to the charge nurse or Healthcare Manager.
- Responds promptly to call signals and fulfills residents’ requests in a reasonable amount of time.
- Collects routine vital signs under the direction and supervision of the licensed staff.
- Communicates effectively with Sisters, co-workers and health care providers.
- Records on health care flow sheets as directed.
- Attends and contributes to the shift report.
- Maintains work related equipment.
- Assists in orienting and training new staff.
- Assists with keeping the Sister and her environment neat, clean and safe.
- Follows the established policies, procedures and mission of the Healthcare Center (HCC).

OTHER FUNCTIONS

- Assists in keeping supply areas orderly.
- Performs other duties as assigned by the Healthcare Manager or designee.

COMPETENCIES AND/OR SPECIAL REQUIREMENTS

- To perform the job successfully, an individual should demonstrate the following competencies:

Attendance/Punctuality	Teamwork	Dependability
Customer Service	Safety and Security	Motivation
Attention to Detail	Problem Solving	Efficiency
Friendliness	Confidentiality	Embracing Person Directed Philosophy

- Must pass a background investigation, including a criminal history investigation.

QUALIFICATIONS

- Current or past CNA certification or completion of CNA training, preferably in long term care.
- Experience in a long term care setting preferred.

(Qualifications- continued)

- Ability to read, write and communicate effectively.
- Ability to work independently and collaboratively with all team members.
- Ability to organize and prioritize work load.
- Ability to maintain confidentiality.
- Ability to accept direction and carry out assignments.
- Knowledge and use of personal protective equipment (PPE).

WORKING CONDITIONS

- Standing, walking, bending, stooping, lifting, stretching, pushing, carrying, climbing, kneeling, grabbing, auditory and visual acuity, color discrimination and manual dexterity required on a daily basis.
- Lifting and positioning Sisters regularly.
- Objects frequently required to be lifted, pushed, pulled and/or carried weighting up to 50 lbs.
- Exposure to blood and other body fluids.
- Exposure to latex, plastic and other materials used for personal protective equipment.
- Personal care for the Sisters must be performed by a female caregiver.
- This position may entail weekend and shift work- days, evenings, nights.

ACCOUNTABILITY: Reports to the Healthcare Manager

FLSA: Non-Exempt