ASSISI HEIGHTS
POSITION DESCRIPTION

DEPARTMENT: Healthcare Center **TITLE:** Certified Nursing Assistant

GENERAL SUMMARY

The Certified Nurse Assistant provides personal care and supports activities of daily living under the direction and supervision of an RN. Behavior will reflect the Mission of the Sisters of St. Francis to ensure a homelike quality of life for the Sisters. Position supports aging in place philosophy and principles of person-centered care. Always assures confidentiality with issues relating to residents, guests and fellow employees. Position will work across Healthcare Center (HCC) and Residential/Home Health areas of Assisi Heights to meet the needs of the Sisters.

ESSENTIAL FUNCTIONS

- Supports and assists with activities of daily living, promoting the highest practical level of physical, mental, and psychosocial well-being
- Provides direct personal care as outlined in the Sister's plan of care which include personal services, such as, bathing, dressing, and grooming
- Ensures provision of a safe environment for the Sisters
- Observes Sisters' overall well-being and communicates any changes, safety concerns, or unusual events to licensed nursing staff
- Provide Sisters with mobility assistance, if needed
- Aids with basic medical equipment usage
- Prepares dining room prior to meals, assists with delivery of meals, and assists residents with feeding, as needed
- Responds to call lights and Nurse Alert notifications in the Healthcare Center (HCC) and Residential/Home Health areas
- Assists in keeping supply areas stocked and organized
- Assists by answering phone calls in nurses' station
- Responds promptly to call signals and fulfills residents' requests in a reasonable amount of time
- Documents, as directed per policy, on health care flow sheets
- Attends and is an active participant in shift handoff/report
- Collects routine vital signs under the direction and supervision of the licensed staff
- Provides housekeeping and laundry services
- Participates in providing life enrichment activities to Sisters under the direction of healthcare managers or delegate
- Organize, sort, label personal belongings for the Sisters
- Maintains and ensures a safe and healthy environment by following standards of infection control practices
- Follows the established policies, procedures, and mission of the Healthcare Center (HCC)
- Maintains work related equipment

OTHER FUNCTIONS

- Performs other duties as assigned by Healthcare Manager or licensed nursing staff

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	Person Centered Living Philosophy

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

QUALIFICATIONS

- Current Nursing Assistant Certification
- Knowledge or experience with gerontology or long-term care experience preferred
- Must be 18 years of age or older
- Ability to read, write and communicate effectively in English
- Ability to understand and follow written and verbal instructions
- Ability to work independently and collaboratively with others to support the overall functions of the department
- Ability to organize and prioritize responsibilities
- Ability to maintain confidentiality
- Ability to accept direction and carry out assignments
- Knowledge and use of personal protective equipment (PPE)

WORKING CONDITIONS

- Standing, sitting, walking, bending, stooping, lifting, reaching, grabbing, stretching, pushing, carrying, climbing, kneeling, auditory and visual acuity, color discrimination, and manual dexterity required daily
- Extended periods of standing and walking
- Lifting and positioning Sisters regularly, with assistance when needed
- Work may require objects weighing up to 50 lbs. to be lifted, pushed, pulled and /or carried
- Exposure to blood and other body fluids
- Exposure to latex, plastic and other materials used for personal protective equipment
- This position may entail weekend and shift work- days, evenings, nights

ACCOUNTABILITY: Reports to Healthcare Manager
POSITION LEVEL: HCC-4
FLSA: Non-exempt
DATE UPDATED: June 2022, August 2022, October 2022, September 2026

SIGNATURES:
The above statements are intended to describe the general nature and level of work required of this position. This is not meant to be an exhaustive list of all responsibilities, duties and skills required.

Employee:_____ Date:_____

Manager:_____ Date: _____

Director: _____ Date:_____
Of Nursing