

Position Description

Job Code/Title: 632 – Certified Nursing Assistant

General hours of work: Primarily daytime hours; Monday through Friday. On-call rotation for weekends and holidays also involved.

Exempt/nonexempt: Nonexempt

Department/Unit: Hegg Home Health

Reports To: Director of Hegg Home Health

Supervises:

Revision/Review Date: February 2010

SUMMARY: The Certified Nursing Assistant is primarily responsible to deliver personal care and closely related housekeeping services to the ill, injured, and disabled in their homes. Assists in planning and providing care for Home Health patients and their families.

REQUIRED EDUCATION and/or EXPERIENCE:

- High school diploma or general education degree (GED); or one to three months related experience and/or training; or equivalent combination of education and experience.
- Completion of 75 hour Nurse Aide Training Course required within four months of employment.

REQUIRED CERTIFICATION, LICENSURE, and/or REGISTRATIONS:

- Current valid Iowa Nurse Aide certification required within four months of employment.

ESSENTIAL FUNCTIONS

1. Assists and teaches patient and family to perform activities of daily living, bathing, dressing, personal hygiene, ambulation, and transfer activities.
2. Changes linens and makes beds.
3. Gives emotional and psychological support to patient, family, or caregiver.
4. Performs light housekeeping tasks as needed to maintain a safe environment in the home.
5. Assists the patient with ROM or simple exercises as directed by physical therapist or RN.
6. Maintains notes and records on personal care, procedures performed, and patient's progress.
7. Notes and reports to the RN any changes in patient's mental or physical condition or family situation.
8. Contacts responsible person immediately if a problem or emergency arises.
9. Attends in-service meetings and training courses as required. Attends regular care conferences on all patients.
10. Manages her schedule on an independent basis reporting to the office manager any changes in that schedule.

PHYSICAL ABILITIES:

- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, an employee is occasionally required to sit; stoop, kneel, crouch, or crawl; and taste or smell.
- An employee is frequently required to stand, walk, use hands to finger, handle, or feel; reach with hands and arms; and talk or hear.
- An employee must occasionally lift and/or move up to 50 pounds.

COMMUNICATION/MATHEMATICAL/REASONING SKILLS:

- Must possess the required level of skills and abilities to read, write, speak, and apply mathematical concepts and sound reasoning to successfully perform the essential duties and responsibilities of this job.
- Must be able to perform basic operations on a computer within the Windows operating system.
- This position requires problem solving skills, critical thinking skills, and the ability to multi-task.

RESPONSIBILITIES, EXPECTATIONS & STANDARDS:

- Support Hegg Memorial Health Center/Avera Health through the daily application of the mission, vision, core values, and service standards while providing quality care and service to patients, their families, co-workers, physicians, volunteers, and the communities we serve.
- Convey enthusiasm and sincerity and promote Hegg Memorial Health Center and its services in a positive manner to all customers.
- Maintain confidentiality.
- Utilize effective problem solving skills as appropriate.
- Must be flexible to change and be able to work effectively in a team environment.
- Coordinate work flow with other team members to ensure a productive and efficient environment.
- Perform duties in a manner consistent with Safety Principles.
- Comply with all applicable laws, regulations and standards associated with but not limited to: CMS, OSHA, Corporate Compliance Plan and Service Standards of Conduct.
- Involvement in community and organization committees is promoted and encouraged.

WORK ENVIRONMENT:

- May be exposed to communicable diseases when working in a health care environment.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- This position is occasionally exposed to wet or humid conditions (non-weather); outdoor weather conditions; sharps or cuts; and compression (hand between cart and door).
- The noise level is usually moderate.

AGE SPECIFIC CARE CRITERIA:

- Must demonstrate and maintain current knowledge and skills necessary to provide care/service to patients neonate to geriatric.

ESSENTIAL QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in this position description are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions, so long as the accommodations do not cause undue hardship to the employer.

ACKNOWLEDGEMENT

I have read and understand that the qualifications, responsibilities and essential functions listed above are required of this position, which I am capable of performing.

Accepted by: _____
Employee Signature

Date: _____