

MIDLAND EMPIRE RESOURCES FOR INDEPENDENT LIVING

JOB DESCRIPTION

Title: Certified Nurse Assistant

Reports To: Director of In Home

Supervises: N/A

FLSA/Employee Status: Non-exempt – Professional - Hourly

Purpose:

This job description defines the typical responsibilities for the purpose of outlining duties and to determine job classification. It does not limit the supervisor or Chief Executive Officer from assigning other duties as the nature of the organization's business needs may change.

This position is responsible to assist the RN, LPN and other staff as needed. The CNA shall provide compassionate service and respect the dignity of patients, to the public and co-workers in a spirit of cooperation, according to established policies and procedures. The CNA should be able to exercise priority care judgment with the assistance from supervisory staff to implement patient care. The CNA will comply with the code of ethics and maintain confidentiality as set forth in orientation and perform the following duties.

Essential Function: PERSONAL CARE

Responsible for the personal care of patients which may include the following tasks: Dietary, toileting, medication reminder, nail care, shampoo/hair care, bathing/personal hygiene, dressing/grooming, feeding, mobility/transfer, shaving, and mouth care.

Criteria for Success/Accountability: Patient satisfaction with services rendered.

Essential Function: HOMEMAKER SERVICES

Responsible for homemaker/chore tasks at patient's residence which may include the following: meals/dietary, cleaning kitchen, dusting, clean floor/vacuum, change bed linens/bed,

wash windows/blinds, bag/take out trash, shop/run errands, read/write correspondence, wash dishes, clean bathroom, and laundry.

Criteria for Success/Accountability: Patient satisfaction with services rendered.

Essential Function: ADVANCED PERSONAL CARE

Advanced personal care with the patient may include: ostomy care, bowel program, passive range of motion, medicated lotions, nail care (excluding diabetic individuals), non-injectable medication reminders, catheter care, aseptic dressing, and transfer devices.

Criteria for Success/Accountability: Patient satisfaction with services rendered.

Essential Function: PHYSICIAN OFFICE COMPANIONSHIP

CNA will meet patients at their physicians' offices to assist with family understanding of current medical condition(s).

Criteria for Success/Accountability: Patient and family satisfaction with services rendered.

Essential Function: All MERIL Staff Expectations

Criteria for Success/Accountability:

Supervisor Evaluation

Professionalism & Work Ethic

- Arriving on time for all work activities
- Remaining productive throughout the work period
- Dressing appropriately for the work situation
- Remaining flexible when faced with schedule changes, interruptions or need to deal with difficult situations
- Keeping confidential information confidential
- Traveling as required
- Demonstrating personal integrity and sound judgment
- Working beyond "normal" work hours and in other positions temporarily when necessary

- Demonstrating the desire to make a direct and significant impact in the lives of service participants and staff
- Taking initiative, seeking new challenges and tasks
- Modeling of a professional attitude and demeanor
- Establishing priorities while maintaining flexibility in response to changing conditions
- Demonstrating sound time management and organizational skills
- Demonstrating enthusiasm and optimism for your work and the organization
- Demonstrating assertiveness when expressing dissenting opinions but actively supporting the decision that is ultimately made

Problem Solving & Critical Thinking

- Demonstrating a desire to learn new skills and applying those new skills to promote efficiency
- Actively pursuing and participating in performance improvement activities
- Actively participating in long-range and strategic planning
- Seeking new methods, work principles and creative solutions to issues, concerns and problems
- Continuously assessing the effectiveness of work and service processes and making changes when needed

Teamwork & Collaboration

- Demonstrating an understanding of when and how to lead and when and how to follow
- Sharing the workload with others
- Establishing an attitude of “we’re all in this together” where “successes” are shared and enjoyed by all and “issues or problems” are addressed by all
- “Owning” mistakes and consequences for actions
- Seeking the perspectives of others
- Demonstrating the willingness to share knowledge and expertise with others
- Seeking opportunities to help others and volunteering to help others

Communication

- Engaging in active and careful listening to others
- Sharing ideas, thoughts and concerns in a respectful way
- Seeking permission to speak in group settings
- “Owning” your own thoughts and opinions-do not indicate that you “speak” for others when expressing personal opinion
- Demonstrating honesty when communicating with others

Authority Delegated:

Responsibilities are carried out in accordance with the organization’s policies and procedures, regulatory authority/certification standards and law.

Minimum Qualifications:

Satisfactory background checks

Ability to Travel

Physical Demands: This position requires an occasional lift, push or pull, and carrying up to 50 pounds. Must be able to frequently walk, sit, stand, crawl, and/or kneel, bend, stoop, or crouch, twist and/or turn, reach below the shoulder, reach to the shoulder, reach above the shoulder, and perform repetitive movements.

Certification, Licenses and Registrations:

Current Missouri CNA certification.

Employee Sign Off:

The employee is expected to adhere to all agency policies, procedures and practices. The employee is required to act as a role model in the adherence to agency policies and procedures.

I have been informed of the location of agency policies and procedures and understand my responsibilities to adhere to those policies and procedures.

I have read and understand the essential functions of this job description.

Signature: _____ Date: _____

Printed Name: _____