

## Human Resources

### **Job Description: Certified Nursing Assistant**

Department: GlenCare Home Health Agency  
Salary Status: Non-exempt  
Reporting Relationship: Reports to the RN Case Manager during routine business hours, ADON during routine business hours when RN Case Manager not available, RN Tower Nurse during evenings and weekends, Nurse-on-Call after hours for client medical concerns, Scheduler-on-Call after hours for scheduling concerns and DON for issues unresolved through the above channels.

### Position Mission Statement

The Certified Nursing Assistant is charged with following the Aide Plan of Care enabling clients to live safely in their place of residence under the supervision of a registered nurse. This is accomplished by assisting clients with activities of daily living while maintaining their current level of independence and function and 2) protecting their client's rights and dignity at all times.

### Primary Functions

1. Communication skills including giving report to on-coming caregiver
2. Observation, reporting and documentation of client status and the care or services provided
3. Reading and recording temperature, pulse and respiration
4. Basic infection control procedures
5. Basic elements of body functions that must be reported to the RN
6. Maintenance of a clean and safe environment
7. Recognition of emergencies and applicable follow-up within the Home Health Aide scope of performance
8. Physical, emotional and developmental characteristics of the population served, including the need for respect for the client, his privacy and property
9. Appropriate and safe techniques in personal hygiene and grooming, including bed bath, sponge, tub, or shower bath; shampoo, sink, tub or bed; nail and skin care; oral hygiene and care of dentures
10. Safe transfer techniques, including use of appropriate equipment and ambulation
11. Normal range of motion and positioning
12. Nutrition and fluid intake

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Primary Functions

13. Cultural differences in families
14. Food preparation and household chores
15. Assistance with self-medication administration with required training\*

Secondary Functions/Responsibilities

1. Attendance and Participation in Staff Meetings
2. Complete, accurate and timely documentation
3. Quick Response from phone calls
4. Attendance at in-service offerings to maintain required/self-improvement education and health screens including CPR certification
5. Compliance with the Brookdale Associate Handbook rules and regulations
6. PYA staff must agree to be available every other weekend from 7a to 11p for both PYA shifts and back-up for emergency coverage. The Incentive Program would apply for emergency coverage situations.

Educational Requirements

1. Holds a current State of Florida Certification as a Certified Nursing Assistant
2. Holds a current out-of-state Certification as a Certified Nursing Assistant
3. Is a graduate of an accredited school of nursing and is waiting to take their boards for licensure in the state of Florida
4. Are a Registered Nurse or a Licensed Practical Nurse and can show proof of licensure in Florida or other state
5. \*Successful completion of the 2 hour training on Assisting with Self-Administration of Medications
6. CPR Certified
7. Participated in one day live class training on hire that covers Resident Sensitivity, Workplace Violence, Working with Clients with Dementia/ADRD, Domestic Violence, Resident Rights, Advanced Directives, Workplace Safety, Infection Control, Hepatitis B, TB, Fire Safety, Resident Rights, and HIV/AIDS.

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Physical Demands and Working Conditions

Physical Demands	Check any that apply	Working Conditions	Check any that apply
Standing	√	Requires interaction with co-workers and residents	√
Walking	√	Willing and able to work every other weekend	√
Sitting	√	FTBE choose first and second choice of shift	√
Use hands or fingers to Handle or feel	√	Willing to have scheduled shift changes if necessary to meet client needs	√
Reach with hands and arms	√	Possible exposure to communicable diseases and infections	√
Climb or balance	√	Possible injury from transferring, repositioning or lifting residents	√
Stoop, kneel, crouch or crawl	√	Exposure to latex	√
Talk or hear	√	Possible exposure to blood-borne pathogens	√
Taste or smell	√	Possible exposure to various drugs, chemical, infectious or biological hazards	√
Ability to lift up to 50 lbs.	√	Subject to injury from falls, burns, odors or cuts from equipment	√
Vision	√	May require some travel	√

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Associate Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date