



<b>POSITION TITLE:</b>	<b>Certified Nursing Assistant</b>	<b>DEPARTMENT:</b>	<b>Nursing</b>
<b>FLSA:</b>	Non-Exempt	<b>SUPERVISOR:</b>	<b>Director of Nursing</b>
<b>SUPERVISES:</b>	None	<b>Created:</b>	October 2021

### **POSITION SUMMARY**

Ensures resident safety, cares for residents in the retirement and nursing community under direction of nursing and medical staff, by performing the following duties.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

**The following duties are normal for this position. This list is not to be construed as exclusive or all inclusive. Other duties may be required and assigned.**

- Ensures resident rights, resident safety and resident security is the top priority.
- Answers signal lights, bells, or intercom system to determine residents' needs.
- Bathes, dresses, and undresses residents.
- Serves and collects food trays and feeds residents requiring help.
- Transports residents or assists residents to walk.
- Drapes residents for examinations and treatments and remains with residents to perform such duties as holding instruments and adjusting lights.
- Turns and repositions bedfast residents, alone or with assistance, to prevent bedsores.
- Changes bed linens, runs errands, directs visitors, and answers telephone.
- Takes and records temperature, blood pressure, pulse and respiration rates, and food and fluid intake and output, as directed.
- Cleans, sterilizes, stores, prepares, and issues dressing packs, treatment trays, and other supplies.
- Dusts and cleans residents' rooms.
- Other duties as assigned by Supervisor.

### **SUPERVISORY RESPONSIBILITIES**

- None



## **QUALIFICATIONS**

**To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills, and abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.**

### **Educational Requirements and Experience:**

- One year certificate from college or technical school; or three to six months related experience and/or training; or equivalent combination of education and experience.
- Nurse's Aid certification in the state of Tennessee.

### **Knowledge, Skills and Abilities:**

- Language Ability:
  - Ability to communicate effectively in writing and speaking the primary language of the residents.
  - Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.
  - Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.
- Mathematical Skills:
  - Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.
- Cognitive Demands:
  - Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.
- Computer Skills:
  - Ability to use Microsoft Windows. Ability to use software to design calendars and signs. Ability to use the Internet.
- Competencies:
  - Ability to operate general office equipment.

## **ENVIRONMENTAL ADAPTABILITY**

- Works primarily indoors in a climate-controlled setting
- Possible exposure to unpleasant odors
- Possible exposure to chemicals as identified in the MSDS Manual
- Continuous exposure to residents who are ill, confused, irritable and irrational



**PHYSICAL REQUIREMENTS**

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

How much on-the-job time is spent in the following physical activities?  
Show the amount of time by checking the appropriate boxes below.

	<u>Amount of Time</u>			
	None	Under 1/3 to 1/3	2/3	Over 2/3
Stand				x
Walk			x	
Sit		x		
Use hands to finger, handle, or feel				x
Reach with hands and arms				x
Climb or balance		x		
Stoop or kneel, crouch, or crawl		x		
Talk or hear				x
Taste or smell			x	

Does this job require that weight be lifted or force be exerted? If so, how much and how often? Check the appropriate boxes below.

	<u>Amount of Time</u>			
	None	Under 1/3 to 1/3	2/3	Over 2/3
Up to 10 pounds				x
Up to 25 pounds			x	
Up to 50 pounds		x		
Up to 100 pounds	x			
More than 100 pounds	x			

Does this job have any special vision requirements? Check all that apply.

- Close vision (clear vision at 20 inches or less)
- Distance vision (clear vision at 20 feet or more)
- Color vision (ability to identify and distinguish colors)
- Peripheral vision (ability to observe an area that can be seen up and down to the left and right while eyes are fixed on a given point)
- Depth perception (three-dimensional vision, ability to judge distance and spatial relationships)
- Ability to adjust focus (ability to adjust the eye to bring an object into sharp



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# THE FARMS

AT BAILEY STATION

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A LIFECARE COMMUNITY

focus)

No special vision requirements