

**JOB DESCRIPTION**  
**Caring Acres, Inc.**

**JOB TITLE:** Certified Nursing Assistant  
**DEPARTMENT:** Nursing  
**REPORTS TO:** Charge Nurse (LPN/LVN or RN)

**GENERAL PURPOSE:**

Perform direct resident care duties under the supervision of licensed nursing personnel. Assist with promoting a compassionate physical and psychosocial environment for the residents.

**ESSENTIAL JOB FUNCTIONS:**

GENERAL SKILLS	<b><u>Duties:</u></b> Observe and practice safety according to facility policy and procedure. Able to explain and demonstrate fire/emergency procedures. Properly use and maintain facility equipment. Show respect for facility property. Demonstrate and able to explain infection control and isolation procedures. Demonstrate and able to explain proper body mechanics. Ensure residents are given correct diet. Use proper feeding techniques while respecting personal dignity and meeting the residents' needs for socialization. Make beds correctly and wrinkle free. Maintain residents' rooms in neat, orderly and clutter-free manner. Support residents' participation in activity programs.
CUSTOMER SERVICE SKILLS	<b><u>Duties:</u></b> Promote and maintain positive relationships with co-workers, residents, visitors, volunteers and regulators. Directly respond, within their scope of practice, to needs and concerns of residents and family members. Work with the caregiving team to identify and resolve resident and family issues. Promptly respond to call lights and other resident needs.
RESIDENTS' RIGHTS	<b><u>Duties:</u></b> Treat residents with compassion and dignity. Establish effective communication/interaction with residents and families. Ensure residents' right to privacy (visual and auditory). Maintain confidentiality of resident and facility records/information. Show respect for residents' personal

property. Ensure residents are dressed appropriately, consistent with weather conditions, and according to their wishes. Recognize a resident's ability to make choices and support these within the constraints of the caregiving environment. Communicate with members of the caregiving team about residents' personal choices. Communicate residents' "end of life" concerns and wishes to the Charge Nurse. Is sensitive and appropriately responsive to each resident's "end of life" wishes.

NURSING CARE  
IMPLEMENTATION

**Duties:** Perform the following according to policy and procedure: Take and record temperature, respiration and blood pressure. Ambulate residents. Apply proper lifting and transferring techniques. Provide proper positioning and use of postural supports. Maintain residents' positioning, as needed. Weigh residents on schedule and record weights accurately. Provide restorative and rehabilitative nursing. Provide active and passive range of motion. Implement bowel and bladder program. Collect certain specimens for cultures pursuant to facility policy and within the scope of duties.

Ensure residents' comfort while assisting them in achieving their highest practicable level of functioning as follows: Assist residents with their activities of daily living. Provide oral care and hygiene pursuant to plan of care. Provide nail care pursuant to plan of care. Assist residents with dressing and grooming according to their needs, wishes and desires. Bathe residents with attention to privacy, respecting dignity and providing a safe and relaxing experience.

Performs work safely by consistently using gait belts, back supports and lifts.

NURSING CARE  
EVALUATION

**Duties:** Report the following to the Charge Nurse and the caregiving team as appropriate and/or document according to policy and procedure: A significant change in a resident's condition, a change in a resident's vital signs or weight, any accidents and injuries, any changes in a resident's skin integrity, behavioral changes, signs of resident depression or anxiety, changes in a resident's ambulation status, the level of the resident's food consumption, and the resident's intake of foods and liquids as well as the resident's output, when indicated.

NURSING CARE PLANNING	<b><u>DUTIES:</u></b> Participate in collecting data needed for the accurate completion of the MDS and the plan of care. Show understanding of information that is provided by the ADL flow sheets. Provide input to the Nurses for development of the plan of care. Provide information gathered from caregiving activities to the Charge Nurse.
CONTINUING EDUCATION	<b><u>Duties:</u></b> Assist in the orientation and training of other staff. Attend orientation, mandatory in-service and education programs and staff meetings.
SAFETY	<b><u>Duties:</u></b> Comply with all Company policies related to safety and infection control procedures including the proper use of mechanical lifts, gait belts and personal protective back supports.
RESIDENTS' RIGHTS AND POSITIVE RELATIONSHIPS	<b><u>Duties:</u></b> Understand, comply with and promote all rules regarding residents' rights, promote positive relationships with residents, visitors, and regulators, to include presenting a professional appearance.

**OTHER JOB FUNCTIONS:**

CORPORATE COMPLIANCE	<b><u>Duties:</u></b> Must adhere to Caring Acres, Inc. Code of conduct and Business Ethics policy, including documentation and reporting responsibilities.
STAFF DEVELOPMENT	<b><u>Duties:</u></b> Attend and participate in educational activities, in-service training, and staff meetings; assist in orientation and training other staff.
QUALITY IMPROVEMENT	<b><u>Duties:</u></b> Participate in Quality Improvement activities as assigned.
OTHER DUTIES	<b><u>Duties:</u></b> Other duties as assigned or needed.

**Physical and Sensory Requirements (With or Without the Aid of Mechanical Devices):**

Walking/mobility, reaching, bending, grasping, pushing carts, lifting, transferring and repositioning residents, pulling, fine hand coordination; ability to read and write; ability to understand and follow written and oral instructions; ability to verbally communicate with residents and others; ability to distinguish smells, tastes and temperatures; ability to hear and respond to pages, ability to understand and apply training and in-service education; ability to instruct

personnel during training education and staff meetings; and ability to remain calm in emergency situations and when handling multiple tasks.

**QUALIFICATIONS:**

- Must be a Certified Nursing Aide in good standing with the state, or must within four (4) months of employment successfully complete state-required training and a competency evaluation program. Must maintain a current certification in the state throughout employment.
- Must achieve 12 hours of in-service education annually as required by federal regulations (as well as meet state requirements, if exceeds federal).
- Must have the ability to read, write, and follow oral and written directions at a level necessary to accomplish the job.
- Must be able to relate positively and favorably to residents, families and to work cooperatively with other associates.
- Must be willing to assist others, including co-workers.
- Must maintain regular attendance.
- Must meet all local health regulations and pass post-employment physical exam, if required. This requirement also includes drug screening, criminal background investigation and reference inquiry.
- Must be capable of performing the Essential Job Functions of this job, with or without reasonable accommodation.

**JOB DESCRIPTION REVIEW:**

I understand this job description and its requirements; and that I am expected to complete all duties as assigned. I understand the job functions may be altered from time to time.

I further understand that the purpose of this job description is to identify the major duties and responsibilities of the job and that it is not intended to contain each and every duty inherent in this job.

I have noted below any accommodations that are required to enable me to perform these duties. I have also noted below any job responsibilities or functions, which I am unable to perform, with or without accommodation.

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Associate

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor

\_\_\_\_\_  
Date

cc: Personnel File  
Associate