

Position Description

CNA

Department Head: Coordinator of Healthcare Services **Name of Employee:** _____

Prepared By: Human Resources **Date:** October 21, 2016

Status: Non-exempt **Hours:** 80 hours per pay period (**night shift**)

POSITION SUMMARY: The individual provides basic nursing care within certification under direct supervision of RN, Infirmiry Appointment Nurse and/or Coordinator of Healthcare Services.

Maintain a positive work atmosphere by acting and communicating in a manner of cooperation with Sisters, co-workers, guests, vendors and management.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:

- **Major Activity:** Provide personal hygiene, including bathing, oral care, skin care, nail care and handwashing, dressing and other grooming. Take vital signs, chart, or relay information to RNs.
 - Help with toileting, including bowel and bladder retraining and perineal care.
 - Assist with mobility, transferring, ambulating, positioning, and range of motion using appropriate techniques.
 - Answer calls lights and patient requests promptly.
 - Respond to patient emergency including bleeding, falls, seizures. Perform CPR and/or Heimlich maneuver if needed.
 - Make beds, wash, dry, fold, and put away laundry and clothing.
 - Serve meals, snacks, etc. Encourage intake of nourishment and fluids.
 - Keep nursing unit neat, clean, and orderly. Gather and dispose of trash.
 - Participate in activity programs planned for patients as needed.
 - Walk patients and/or push patients in wheelchairs to various activities.
 - Transport dietary and linen carts when necessary.
 - Provide comfort when necessary and express interest in their progress. Inform nurses of changes in patient's condition.
 - Assist patient to orient to their environment and routines upon admission and throughout their stay.
 - Encourage/assist patients to keep their rooms, personal belongings, and equipment clean and orderly.
 - Maintain procedures concerning quality care, safety, environment and infection control standards to keep a safe, comfortable, and therapeutic environment.
 - Accurately document all care given, including dietary intake and output, temperature, weight, pulse and respiration.
 - Participate in planning patient care through shift reports and staff meetings.
 - Participate in educational and inservice meetings. Attend required meetings.
 - Perform other related duties as assigned or requested.

REQUIRED MINIMUM QUALIFICATIONS:

Education: High school graduate or equivalent. Completion of CNA certification and current registration on Kansas Nurse Aide Registry. Must be at least 18 years old (16 if student in school).

Experience: One year of experience in a healthcare setting, preferred, but not mandatory.

Requirements: Must be able to walk and stand most of the day. Ability to sit, stand, stoop, squat, reach and bend. Must be able to assist in physically transferring, lifting, and assisting patients. Must be able to push patients in wheelchairs. Must have current CPR /BCLS certification. Must be able to work various day, evening, night, and weekend shifts, and holiday rotation.

Knowledge & Skills: Read, hear and speak English. Active listening skills. Must be able to communicate clearly and read care plans, charts, directions, and labels. Must be able to use and operate blood pressure cuff, stethoscope, Hoyer lift, adjustable beds, side rails, whirlpool, gait belt, telephone, wheel chairs, walkers, hearing aids, electric shavers and hopper sink. Must be able to push/pull laundry and food carts.

Ability: Communicate effectively orally and in writing with Sisters, nursing staff, doctor offices, pharmacists, employees, and Sisters' families. Must organize, plan and prioritize work, work independently, steadily and productively without constant close supervision, managing one's time. Must be able to adapt to interruptions and situations. Remain calm, provide stability when need arises. Must maintain confidentiality. Must have desire to work with older people.

Working Conditions: Climate controlled environment with adequate lighting and ventilation. Exposure to needle sticks, virus, disease, infection, blood, body tissue, and potentially infectious fluids. May be exposed to traumatic situations.

Physical Requirements: The physical demands described here are representative of those that must be met by an employee to successfully perform essential functions of this job.

Physical Activity	None/never	<1/3	1/3 – 2/3	>2/3
Lifting up to 10 pounds				x
Lifting up to 25 pounds				x
Lifting up to 50 pounds			x	
Lifting up to 100 pounds	x			
Reaching laterally and/or above shoulders		x		
Climbing or balancing		x		
Stooping, kneel, crouch, or crawl, bend		x		
Standing				x
Walking				x
Go up and down stairs			x	
Sitting: Normal ability to sit and work		x		
Time spent in front of a computer or screen		x		
Vision: Normal ability to see at night				x
Vision: Normal ability to see peripherally left & right				x
Vision: Normal ability to see color			x	
Hearing: Normal ability				x
Voice: Normal activity				x
Function independently				x
Use telephone &/or cell phone				x
Use office equipment: computer, fax, copier, printers				x
Cope with stress of multitasking				x
Work continuously with frequent interruptions				x
Use of keyboard		x		
Face-to-face and written communications with others				x
Movement throughout office/work environment				x
Movement throughout exterior campus/farm environment		x		
Pushing, pulling equipment: carts, vacuums, wheelchairs				x
Gripping: wheelchairs, garden & kitchen tools, weed eater			x	

Repetitive motion: chopping, cutting, dicing, vacuuming, etc.	x			
Driving and/or riding in a vehicle, tractor, lawn mower	x			
Be in general good health				x
Read and write				x

SCOPE OF POSITION: Directly reports to Coordinator of Healthcare Services.

- The Dominican Sisters of Peace reserves the right to revise and alter this job description as needed.