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| **Community:** | Maple Farm / GSV |
| **Department:** | Skilled Nursing |
| **Reports to:** | Household-->RN Supervisor |
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| **Overview:** | The CNA-in-Training provides reasonable personal services for residents without providing direct resident care. It is a temporary position ***only***, for those team members studying in preparation to become a CNA. |
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**Essential Functions**

* Complies with established policies and procedures and maintains established standards and practices including the Compliance Program/Code of Conduct.
* Follows Residents’ Rights policies at all times.
* Attends all in-services and training sessions relevant to the position.
* Obtains ice from the ice machine using only the ice scoop; replaces scoop appropriately.
* Distributes ice to residents who do not have orders for altered liquids.
* Transports residents or assists residents with ambulating to therapy appointments, beauty shop, activities, appointments, etc.
* Makes beds and/or changes linens.
* Stocks rooms and closets as needed.
* Performs responsibilities in accordance with resident rights.
* May operate a television and/or radio at a resident’s request.
* May assist residents with placing telephone calls.
* Places call bell within a resident's reach.
* Serves meals, nourishments and in-between meal snacks upon completion of training for feeding residents.
* Removes meal trays in accordance with policy and procedure.
* May assist the resident with set-up of a meal tray such as cutting meat, flavoring food at the resident's request if diet permits, and removing the plastic coverings.
* Assists Activities Director with Group Motivational Therapy by transporting residents to and from the activity. When requested and with approval of the Director of Nursing, assists with the group activity under the direct supervision of, and in the presence of, the Activities Director.
* May escort residents to doctor appointments if resident does not require direct care assistance.
* Performs other duties and responsibilities as assigned.

**Job Qualifications**

* Must be registered for a future CNA class, and complete class requirements within 90 days from his/her first day of employment.
* High school diploma or GED preferred.
* Must treat residents with kindness and respect.
* Must have organizational skills and be able to perform sequential events.

**Working Conditions**

* May rotate shifts as needed and work Saturdays, Sundays and holidays as scheduled.
* May need to be available for occasional evening and weekend activity programs, and to assist during weather emergencies.
* Is subject to exposure to infectious waste, disease, including Influenza, TB, HIV, Hepatitis B & C viruses, and Corona viruses.

This job description does not constitute a contract for employment.

I have read, understand, and will comply with this job description.

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Team Member Name (Please Print)

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Team Member Signature Date

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Department Supervisor Signature Date

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Human Resources Director Signature Date