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| **Community:** | Maple Farm/GSV |
| **Department:** | Household |
| **Reports to:** | Household-->RN Supervisor |
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| **Overview:** | The Certified Nurse Aide provides direct care to residents, under the supervision of a licensed nurse, in accordance with facility policies and procedures, reporting resident needs and concerns to a licensed nurse. |
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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 whenever possible; is responsible for all information shared in in-services if not able to attend.
* Must treat all information about residents, their condition and family as confidential.
* Follows written and oral directions.
* Follows established performance standards and performs duties according to nursing service policies and procedures.
* Assists new employees in following established facility policies and procedures.
* Identifies resident problems, concerns and/or change in condition and reports them immediately to the charge nurse.
* Completes assignments timely, completely and accurately while respecting the residents’ preferences.
* Conducts resident rounds as assigned.
* Identifies safety hazards and emergency situations, and initiates corrective action and/or seeks assistance from LPN or RN if needed.
* Reports incidents and/or unusual problems according to established facility procedures.
* Participates in the development of an individualized plan of care of assigned residents.
* Documents the care and treatment provided to the resident in a timely and accurate manner.
* Follows facility procedures for admission, discharge and transfer of residents.
* Responds to call bells promptly and makes sure the resident has call bell within reach at all times.
* Assists residents with activities of daily living as documented in the residents' care plans.
* Assures residents are given adequate assistance with meals, nourishment and transportation to dining room.
* Consistently works cooperatively with the interdisciplinary team.
* Observes all facility safety policies and procedures, including injury-free lifting program.
* Comes to work in a clean, neat uniform and consistently presents an appropriate professional appearance, following uniform guidelines established by the household.
* Comes to work as scheduled and consistently demonstrates dependability and punctuality.
* Assumes Quality Assurance duties as assigned.
* Observes infection control procedures.

**Essential Functions (Cont.)**

* Is responsible for the safety of residents under his/her supervision.
* Accepts assigned duties in a cooperative manner.
* Consistently assists with transporting residents to activity programs and other scheduled events.
* May be responsible to provide activities for residents in their household, conducting programs, visits and activities geared toward the interests and abilities of the residents. Documents activity participation and responses in PointClickCare.
* Performs other duties and responsibilities as assigned.

**Job Qualifications**

* Meets the requisite training and competency evaluation requirements as defined in 42 CFR 483.75 (relating to administration). Must be PA certified (through an approved training program and competency testing within 120 days of hire).
* Appears on the Commonwealth of Pennsylvania's Nurse Aide Registry.
* Has no substantiated findings of abuse, neglect, or misappropriation of resident property recorded in the Nurse Aide Registry.
* Must treat residents with kindness and respect.
* Must have organizational skills and be capable of prioritizing tasks.
* Must possess knowledge of computer, fax, telephone, copier, Nurse Call System, Security and Fire System, and the PointClickCare computer documentation systems.

**Equipment to be Used**

* Mechanical lifts, oxygen concentrators, wheelchairs and geri-chairs, electronic thermometers, scales, sphygmomanometers (blood pressure cuffs), stethoscope, electric beds, pulse oximeter.

**Working Conditions**

* May be asked to change shifts as needed and work additional Saturdays, Sundays and holidays than scheduled.
* May need to be available for an occasional evening and weekend activity program, 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