

Job Description

Position: Certified Nurse's Aide (CNA)

Job Summary

The Certified Nurse's Aide (CNA) is a paraprofessional member of the health care team who would work directly under the supervision and direction of the field registered nurse (RN) and/or RN Supervisor and provides various services for the client. The majority of which would be personal care and activities of daily living which involve minimal and/or extensive assistance to a client who may be totally dependent in the activity or requires substantial hands on care and physical support including more than guided maneuvering of limbs or weight bearing assistance.

Qualifications

- Must be at least eighteen (18) years of age and have a minimum of a High School Diploma. Home Care Specialist's prefers applicant have at least one year of experience in the healthcare profession. Must be listed on the Nurse Aide I Registry. Applicant must have two (2) satisfactory references from previous employers.
- Must display good emotional health and be able to physically tolerate much standing, bending, stooping, and heavy lifting within guidelines and teaching provided by the state of North Carolina.
- Must be able to read and follow written instructions and **Document** the care that is given.
- The applicant should demonstrate flexibility in acceptance of assignments and a cooperative attitude toward providing services; and must meet all agency requirements.

General Duties and Responsibilities

- Performs under the supervision of a RN who has provided written instructions for client care (Plan of Care)
- Assists client in all activities of daily living/hygiene assistance, bathing, grooming, linen changes, and so forth. (As documented in the Plan of Care)
- Prepares nutritious meals within the client's diet and assists client with eating when necessary.
- Assists clients with transfers, ambulation, and exercises under guidelines of the RN when warranted and documented in POC
- Performs light housekeeping chores, which facilitates client's self-care in the home.
- At no time are you allowed to move furniture, reach into dark areas without light, climb on ladders, spray pesticides, do yard work, remove boxes off of shelves above your head.
- Assists client in bathroom, with the use of the bedpan, and performs incontinence care.
- Answers client's calls and attends to their requests promptly.
- Meets the safety needs of the client and uses equipment safely and properly.
- Completes records and carries out all assignments as required. (Submitting correctly completed time-sheets weekly.)
- May not be assigned to receive or reduce to writing orders from a physician.
- Notifies RN Supervisor or Field RN of any acute or pertinent changes in a client's condition.
- Communicates availability to work to the Scheduler and/or Director on a weekly basis or as required.
- Maintains confidentiality regarding the client's condition and his/her family, with the exception of the agency.
- Performs all skills and procedures competently, and within the regulations and licensing laws of the state of NC, other applicable federal and state laws, and agency policies.

This job description represents a list of the duties and responsibilities, and gives examples of the variety and general nature of this position for Certified Nurse's Aide. It is not intended that this description include all duties required to perform this position, nor is it intended that related duties may not be required. Further, the applicant may be assigned a client who requires services which are at the level of companionship and housekeeping only. In that event, the duties *below*, including the non-personal care tasks above will apply:

- Provide only non-personal care to the client
- Provides continuous companionship for the client while on duty
- Assists the client to live in a clean, healthy, and safe environment
- Observes the client for general physical, emotional, and mental conditions, and reports all changes in condition.
- Keeps appropriate records of all activity while in the client's home.
- Provides a sense of security for the client and protects the client as much as possible from any harm resulting from the debilitating effects of his or her illness.
- Assists clients as needed, excluding medical care.

Employee's Signature	Date
RN Signature	Date

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Last Name _____ Date Hired _____