



**Northwest Colorado Health  
Casey's Pond Senior Living**

**Nursing Assistant or Certified Nursing Assistant**

**General Statement of Duties:**

Provides direct care to residents, while promoting the resident's highest level of functioning, as directed by management. Assists in maintaining the residents' environment in a safe and neat manner. Promotes quality service in accordance with Casey's Pond, state and federal regulations. Non-exempt.

**Supervision Received:**

Reports to DON or Assisted Living Director

**Supervision Exercised:**

Provides indirect supervision to specific staff as designated.

**Essential Functions:**

1. Treats residents and guests in a manner to ensure their complete satisfaction and strives to exceed customer expectations; incorporates principles of EDEN and FISH in all activities.
2. Receives and gives report to management/charge nurse on resident status at the beginning and end of each shift and as needed. Notifies the management of any changes in resident physical and/or mental status in a timely manner.
3. Provides personal care to residents per their individualized plan of care.
4. Documents all pertinent information regarding care as assigned and demonstrates proficiency in health record charting/EMR system
5. Prepares residents for meals and assists to and from the dining areas. Assists with set up and sanitary feeding of meals, focusing on interaction with residents.
6. Assists residents with toilet and incontinent care. Makes incontinent checks at least every 2 hours and provides incontinent care as needed.
7. Makes room checks and verifies resident location at least every 2 hours.
8. Keeps resident's rooms neat and clean.
9. Performs clinical procedures according to facility standards.
10. Performs vital signs, weights and other trained procedures as directed by management.
11. Completes prevention and restorative care that includes but not limited to ambulation, transferring, bathing, grooming, and all other ADL care.
12. Maintains a working knowledge of facility infection control procedures.
13. Assists in turning, positioning, and repositioning of residents at least every 2 hours and/or as directed by the nurse in charge; proficient in use proper body mechanics when lifting.
14. In skilled nursing, must know how to properly use mechanical lifts.

15. Communicates effectively with the residents, families, visitors, members of the health care team, and other disciplines.
16. Maintains educational development in compliance with state and federal regulations and current knowledge of resident care practices.
17. Utilizes sound judgment and experience to solve moderately complex problems in adherence with organizational policies.
18. Performs other duties as assigned in line with HIPAA compliance.

**Education:**

High school diploma or equivalent required.

**Experience:**

One year long-term care experience preferred.

**Requirements:**

1. Certified Nurse Aide Certification within 4 months of hire date.
2. If car is used, must provide proof of adequate insurance coverage totaling at least \$300,000 .
3. CPR certification upon hire.
4. Annual TB testing and/or screening.

**Skills:**

1. Ability to stand, walk, sit, feel, reach, bend, stoop, crouch, talk, hear, and see.
2. Ability to lift, carry, push, and pull up to 50 lbs.
3. Excellent interpersonal and communication skills for interacting with residents, guests and fellow employees.

**Knowledge:**

1. Must have knowledge of practices and procedures of Certified Nurse Aide skills sufficient enough to follow accepted practices.
2. Has a basic level of a skill and can follow written or verbal instructions.
3. Has basic technical skills to complete a few repetitive and well-defined duties.
4. Has a basic knowledge of the organization in order to answer basic questions.
5. Must have working knowledge of facility emergency procedures including fire and disaster drills.

**Abilities:**

1. Ability to follow facility policies.
2. Ability to maintain resident confidentiality and adhere to HIPAA policies.
3. Can read and interpret nurses' instructions as well as respond to them, verbally and in writing.
4. Can deal with families under stress, interrelating to them and communicating effectively.
5. Can elicit information from clients.
6. Can respond to a variety of socio-economic and ethnic backgrounds appropriately.

7. Can make standard and routine decisions based on detailed guidelines with little independent judgment. Problems are generally solved with clear, detailed guidelines or by reporting them to a supervisor.

**Equipment:**

1. Equipment to be utilized may include vacuum cleaner, wheelchairs, canes, walkers, oxygen tanks, and basic clinical instruments.
2. Mechanical lifts may be used in skilled nursing.
3. Cleaning equipment used, such as commercial cleaning solvents, will be those provided by the facility and are to be used only as directed on product label.

**Working Conditions:**

1. Weekend, evening, or night work as needed to ensure shift coverage.
2. This position has been classified as Patient-Facing, a position in which the incumbent could reasonably be expected to routinely interact with patients and/or patient family members. Employees in Patient-Facing positions are exposed to healthcare conditions that may require additional training, immunizations, and use of Personal Protective Equipment (PPE).
3. Possible exposure to blood-borne pathogens, various drugs, chemical, infectious, communicable diseases or biological hazards.
4. Subject to injury from falls, burns, odors, or cuts from equipment.

*This description is intended to describe the essential job functions and the essential requirements for the performance of this job. It is not an exhaustive list of all duties, responsibilities and requirements of a person so classified. Other functions may be assigned, and management retains the right to add or change the duties at any time.*

I, \_\_\_\_\_ acknowledge that on this date,

(Print Name)

I have received the following job description for my present position.

Signature of Employee: \_\_\_\_\_

Date: \_\_\_\_\_