

BLACKFEET CARE CENTER

JOB DESCRIPTION

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| JOB TITLE: | Certified Nursing Assistant |
| DEPARTMENT: | Nursing Service |
| POSITION TYPE: | Full-time, Permanent/ Day/Night |
| SUPERVISOR: | Director of Nursing |
| SALARY RANGE: | \$13.39/hour - \$27,851.20 annually \$16.48/hour - \$34,278.40 annually |

JOB PURPOSE

The Certified Nursing Assistant at the Blackfeet Care Center is responsible for all tasks that are directly related to the everyday basic needs of residents. The most important duties of the CNA are assisting the residents with their daily routines like bathing, toileting, eating, resting, etc. The CNA is under the direct supervision of the Director or Nursing or the Charge Nurse of the shift.

RESPONSIBILITIES

- Serves the residents in their assigned living area as a member of the direct care team,
- Provide individualized care according to resident needs and plan of care, Keep track of the vital stats and inform the nurses about the present condition of residents who are cared upon. The CNA has to record the patient's body temperature, blood sugar levels, pulse and respiration details, blood pressure, and other observations,
- Help the resident move from one place to another place including aiding in the resident's transfer from one ward to another or to the treatment area,
- Assist the resident in carrying out their routine physical exercises and workouts, changing their clothes and grooming, shaving, cutting their nails, liquid-feeding them with tubes, and many other daily activities,
- Render social and emotional support to patients who are completely bedridden,
- Keep the resident's room clean, dusts, changes the bed sheets on time and general tidying the room in conjunction with Housekeeping staff.
- Assists with the delivery and set-up of food trays. Assists and/or feeds residents as assigned. Serves between meal and bedtime nourishment as assigned. Encourages/assists residents with hydration requirements.
- Keep a detailed record of the nutritional routines followed by the residents,
- Ensuring the safety of the residents and reporting any unsafe conditions to the appropriate authorities.
- Answers signal lights, bells, or intercom system to determine patients' needs.
- Transports patients, using wheelchair or wheeled cart or assists patients to walk.
- Turns and repositions bedfast patients, alone or with assistance, to prevent bedsores,
- Runs errands, directs visitors, and answers telephone.
- Cleans, sterilizes stores, prepares, and issues dressing packs, treatment trays, and other supplies.
- May assist in providing medical treatment and personal care to residents under the supervision of the Charge Nurse or DON.
- Performs other duties as assigned.

CNA TEAM LEADER

The DON will work with the CNA's in developing shift teams. The Team Leaders will represent their assigned living area in staff meetings, including but not limited to the Safety Committee, Quality Assurance, Infection Control and special projects.

MINIMUM QUALIFICATIONS

Must be a certified nursing assistant by the State of Montana
Must have demonstrated teamwork, excellent attendance and job performance.

SKILLS REQUIRED

- Excellent oral and written communication skills are essential,
- Knowledge of health hazards and appropriate safety precautions, and
- Customer-focused with high emphasis on building and maintaining relationships with residents, their families, other departments and the general public.

PHYSICAL DEMANDS

The incumbent will be working in a direct care and office environment and must be able to lift approximately 40-60 lbs., twist, turn, stoop and bend within the health care setting.

HEALTH REQUIRMENT

The incumbent must produce a current immunization record that demonstrates a negative PPD test.

SPECIAL REQUIRMENTS

The Blackfeet Care Center is a drug and alcohol free facility and it will not be tolerated and will result in immediate dismissal. The incumbent will be required to submit to a random drug test. A refusal to submit to a drug test will result in immediate dismissal.

The incumbent must demonstrate knowledge of resident rights.

Persons found guilty of abusing, neglecting or mistreating individuals in a health care setting are ineligible for employment at this facility.

CONFIDENTIALITY

Blackfeet Care Center business and resident confidentiality are serious matters and as part of your employment you will be privy to confidential information. Resident confidentiality is of the utmost importance. If you breach resident confidentiality, you can be fined, criminally charged, immediately be terminated from your position and even sent to prison as well as being sued by the resident or their families.

HIPAA Privacy Rules, state codes and Blackfeet Care Center policy apply in regards to resident and business confidentiality.

JOB EVALUATION

The incumbent will be evaluated annually on the specific activities and responsibilities as outlined in this job description.

EMPLOYEE AGREEMENT

It is understood by signing this job description it constitutes a contract between an employer and employee and specifies my obligation to my employer. The employee's job duties and confidentiality obligations as described will be the basis for the employee's annual performance evaluation.

Employee: _____ Date _____