

Valley View Retirement Community – Job Description

Job title: Nursing Assistant (CNA)

FLSA status: Non-exempt, 8/80 Overtime System

Department: Nursing

Classification: Service Worker

Reports to: LPN Team Leader

Position Summary: The primary purpose is to provide each assigned resident with daily nursing care and services in accordance with the resident's assessment, care plan and in accordance with state and federal regulations. Will function under the close and frequent supervision of a Registered Nurse (RN), Licensed Practical Nurse (LPN) or designee.

Qualifications required:

- Must possess, as a minimum, an 8th grade education or GED
- Must adhere to and promote the mission and values of Valley View Retirement Community.
- Must have completed a state certified 80 hour National Nurse Aide Assessment Program (NNAAP) as approved and recognized by the PA Dept. of Education. **Current enrollment in a NNAAP may be taken into consideration.**
- Must be a Certified Nursing Assistant in accordance with laws of this state.
- Must adhere to and promote the mission and values of Valley View Retirement Community.
- Must be able to read, write, speak, and understand the English language

Qualifications desired:

- Must have patience, tact, a cheerful disposition and enthusiasm, as well as willingness to handle difficult residents.
- Must function independently and have flexibility, personal integrity and the ability to work effectively with residents, personnel and support agencies.

Essential functions and responsibilities:

- Provide for and/or assist residents with meeting their personal hygiene needs to include bathing, dressing, oral care, hair and nail care, shaving, incontinence care and with daily activities such as walking, eating and repositioning.
- Treat residents, coworkers and the public with dignity and respect at all times.
- Maintain a clean, sanitary and safe environment including, but not limited to, obtaining/replenishing supplies and ensuring that malfunctioning equipment is immediately removed from service and informing the appropriate personnel of the malfunction.
- Encourage, empower and support residents, whenever possible, in maintaining or regaining their independence, accommodating their individual choices, assisting them in directing their own daily life, and helping them in maintaining their own personal belongings in accordance to their wishes.
- Accurately record resident care and observations on flow sheets, notes, MatrixCare etc., in an informative and descriptive manner.
- Inform Team Leader (LPN), RN Supervisor or designee of all accidents, incidents or resident change of condition observed on the shift they occur.
- Immediately report any suspicion/allegation of resident abuse/neglect to LPN Team Leader, RN Supervisor or designee.
- Communicates in a professional and courteous manner using effective verbal and non-verbal communication skills with residents, their families and co-workers.
- Maintains confidentiality of department, resident, employee information, communication and documentation, as well as compliance with the Health Insurance Portability and Accountability Act (HIPAA).
- Observe, adhere to and promote emergency/safety protocols and measures related to wandering residents, hazardous waste, chemical use, fire/water/internal disasters, community disasters and other safety matters.

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- Adheres to the organization’s policies and procedures, code of conduct and compliance program.
- Performs other related duties as assigned.
- Works beyond normal scheduled working hours, including weekends and holidays, and in other positions temporarily, when necessary.

Physical demands and work environment: The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- *Physical demands:* Must be able to stand; walk; sit; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; talk and hear; push, pull move, and/or lift a minimum of 25 pounds to a minimum height of 5 feet; push, pull, move, and/or carry such weight a minimum distance of 50 feet. Must possess sight/hearing senses or use prosthetics that will enable these senses to function adequately so that the requirements of this position can be fully met. Must be able to work beyond a normal scheduled shift when required.
- *Work environment:* Subject to frequent interruptions; hostile and emotionally upset residents, family members, personnel, and visitors; injury from falls, burns from equipment, odors, etc., throughout the workday, as well as to reactions from dust, disinfectants, tobacco smoke, and other air contaminants; exposure to infectious waste, diseases, conditions, etc., including TB and the AIDS and Hepatitis B viruses; the handling of and exposure to hazardous chemicals.

General sign-off: The employee is expected to adhere to all company policies while employed.

I have read and understand the contents of this job description.

Employee Signature: _____ Date: _____

DON/Designee Signature: _____ Date: _____

Approval/revision date: May 19, 2017, 3/23/2020