

## **Certified Nursing Aide**

**Job Summary:** The Certified Nursing Aide (CNA) performs duties essentially of personal care which might be given to convalescent, chronically ill or disabled persons in their homes. You will attempt in every possible way, in working with individuals and families, to assist them to assume responsibilities toward self-care. The CNA also helps the other family members to carry their share of the responsibilities and encourages the disabled member to participate in the life of the family, in so far as able.

The CNA provides personal care and related services in the home. The CNA functions under the direction, instruction and supervision of the nurse manager and/or appropriate supervisor.

### **Responsibilities:**

Tasks to be performed by a CNA must be assigned by and performed under the supervision of a RN who will be responsible for the client care provided by the CNA. Under no circumstances may a CNA be assigned any responsibilities related to any intravenous procedures, procedures involving the use of feeding tubes or Foley catheters, or any other sterile or invasive procedures.

Except as otherwise noted, duties of the CNA may include:

- Helps the client to maintain good personal hygiene
- Assists in maintaining a healthful, safe environment
- Plans and prepares nutritious meals. Markets when instructed to do so by the nurse.
- Assists the client with ambulating
- Assists with certain treatments as ordered by the physician and approved and supervised by the nurse
- Assists the therapy personnel as needed with rehabilitative processes
- Encourages the client to become as independent as possible according to the nursing care plan
- Attempts to promote client's mental alertness through involvement in activities of interest
- Gives simple emotional and psychological support to the client and other members of the household
- Establishes a relationship with client and family which transmits trust and confidentiality
- Prepares a report of her visit on the day it is performed and incorporates same in the clinical record weekly or as directed
- Reports any change in the client's mental or physical condition or in his home situation to her immediate supervisor, the staff nurse, or to the aide supervisor
- Carries out her assignment as instructed by the nurse or the paramedical team and reports to the nurse when she is unable to do so
- Works with personnel of other community agencies involved in the client's care as directed by the staff nurse

- Performs routine housekeeping tasks as related to a safe and comfortable environment for the client, as instructed by the professional nurse
- Attends in-service training as required by state and federal regulations
- Confirming on a weekly basis, the scheduling of visits with the Supervisor, to coordinate necessary visits with other personnel

**Qualifications:**

- Ability to read and write consistent with job requirements
- Completion of a basic aide training program consistent with state and federal requirements and for which a certificate was obtained
- Satisfactory performance on a competency evaluation and annual re-evaluation
- Completion of one year's employment as a nurse's aide in a hospital or health-related facility
- Has the emotional and mental maturity necessary for establishing and maintaining a good working relationship with the client, client's family, and the personnel of the Company
- Has a reliable means of transportation
- Need a valid driving license