

NURSING ASSISTANT JOB DESCRIPTION

General Purpose:

To perform non-professional direct patient care duties under the supervision of nursing personnel and to assist in maintaining a positive physical, social and psychological environment for the residents.

Qualifications:

- Must speak and understand English.
- Completion of elementary education or otherwise show ability to read, write and follow written instructions.
- Have positive attitude toward the elderly.
- Must be a Certified Nursing Assistant currently in good standing with the State of Alabama, or
- Must take the responsibility of becoming certified within 4 months of his/her hire date. To become certified, one must pass 35 hours of classroom instruction, 40 hours of clinical skills assessment and pass a written test and a skills test administered after completing class. The employee is totally responsible for being sure that he/she obtains this certification.

Essential Job Functions:

A. Personal Care Functions

Duties:

Assist residents with daily bath, dressing, grooming, dental care, bowel and bladder functions, preparation for medical tests and exams, ear and eye care and positioning in and out of beds, chairs, bathtubs, etc.

Physical and Sensory Requirements (with or without the aid of Mechanical Devices):

Walking, reaching, bending, lifting, grasping, fine hand coordination, pushing and pulling and ability to distinguish smells, tastes and temperatures.

B. Nursing Care Functions

Duties:

Provide nursing functions as directed by supervisor including daily perineal care, catheter care, change dressings, turn residents in bed, sponge baths, measure and record temperature, pulse and respirations, weigh and measure residents, perform restorative and rehabilitative procedures and observe and report presence of skin breakdowns; review care plans daily; report changes in resident conditions to supervisor; and record all necessary charting entries and report all accidents and incidents.

Physical and Sensory Requirements (with or without the aid of Mechanical Devices):

Bending, lifting, grasping, fine hand coordination, ability to communicate with residents, ability to distinguish smells, tastes and temperatures and ability to hear and respond to resident pages.

C. Food Service Functions

Duties:

Prepare residents for meals and snacks; identify food arrangement and assist in feeding residents as needed; record food and fluid intake; and perform after-meal resident care.

Physical and Sensory Requirements (with or without the aid of Mechanical Devices):

Lifting, grasping, fine hand coordination, ability to distinguish smells, tastes and temperatures and ability to write or otherwise record intake.

D. Residents' Rights Functions

Duties:

Maintain resident confidentiality; treat residents with kindness, dignity and respect; know and comply with Residents' Rights rules; and promptly report all resident complaints, accidents and incidents to supervisor.

Physical and Sensory requirements (with or without the aid of Mechanical Devices):

Ability to communicate with residents and ability to remain calm under stress.

Other Job Functions

A. Support Functions

Duties:

Assist as directed in proper admission, transfer and discharge of residents; inventory resident possessions and report food articles and medications found in resident rooms; and report defective equipment to Administrator.

Physical and Sensory Requirements (with or without the aid of Mechanical Devices):

Ability to communicate with residents and ability to read and write in English.

B. Safety and Sanitation Function

Duties:

Understand and use Universal Precautions and follow established safety rules; ensure cleanliness of assigned residents' rooms; properly maintain and record any resident restraints; and promptly report all violations of safety and sanitation rules to supervisor.

Physical and Sensory requirements (with or without the aid of Mechanical Devices):

Walking, bending, lifting, grasping, fine hand coordination, ability to read and write and ability to distinguish smells.

C. Staff Development Functions

Duties:

Attend and participate in orientation, training, educational activities and staff meetings.

Physical and Sensory requirements (with or without the aid of Mechanical Devices):

Ability to understand and apply training and in-service education.

D. All other Duties as Assigned.

I understand this job description and its requirements. I understand that this is not an exclusive list of the job functions and that I am expected to complete all duties as assigned. I understand the job functions may be altered by management without notice and that I am an at-will employee.

Date

Employee

Supervisor