**JOB DESCRIPTION: CERTIFIED NURSE ASSISTANT (CNA)**

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| DescriptionUnder the supervision and guidance of a licensed nurse, the CNA is responsible for assisting with direct patient care within the scope of their practice as well as other work on the unit which supports the patient environment.  Work will include components of direct patient care, nutrition, observation, documentation, transportation of patients and supplies, and general maintenance of the patient environment.  Collaborates with other professional disciplines to ensure effective and efficient patient care delivery and the achievement of desired patient outcomes. Company Expectations of the Employee* Adhere to all Agency policies and procedures.
* Demonstrate flexible and efficient time management techniques.
* Prioritize workload so as to meet productivity standards and applicable deadlines.
* Communicate with subordinates on a regular basis about project status and issues.
* Establish and maintain positive interpersonal relations with internal and external customers.
* Maintain a positive and respectful attitude and demeanor.
* Report to work on time and prepared to perform duties of position.
* Must maintain current credentials, including CPR, 1st Aid, TB Test, Physical, Fingerprint Clearance Card.

Essential Duties and Responsibilities* Maintain communication with physicians, family members and other agency personnel to adequately plan for and provide the patients’ needs.
* Assisting personal hygiene.
* Assisting Ambulation and exercise.
* Reporting changes in client(s) condition.
* Providing nutritional support as needed.
* Attend and participates in continuing education programs.
* Pull, push and or lift 15-20 pounds on a daily basis. Pull / push 125-200 pounds on a regular basis. Pulls/push 200 or more pounds on a regular basis.
* Is subject to falls, cuts bruises, aggressive patients, odors, chemicals, etc. throughout the work day.
* Is subject to exposure to infectious wastes, diseases, conditions, etc. including the AIDS and Hepatitis B viruses.
* Sits, stands stoops, squats, walks, and moves intermittently during work hours.
* Drives in own car to and from patients’ home. Work in patients homes as well as agency office.

Requirements**Education*** Currently licensed by the Illinois Board of Nursing in this State

**Experience*** Minimum of one year in an acute care setting.
* Two years’ experience in Home Health preferred.

**Skills*** Able to maintain strict confidentiality with regard to protected and sensitive information.
* Able to establish and maintain confidence of owners and employees.
* Must be able to solve problems independently and confidently by applying analytical and logical thinking.
* Able to use standard office equipment and software proficiently.

**Language Skills:*** Able to read, analyze, and   interpret reports, general business directives, policy and procedure statements, and governmental regulations.
* Able to write reports and correspondence at a professional level.
* Able to immediately respond to common inquiries and complaints from employees and regulatory agencies.
* Able to effectively communicate with individuals from diverse backgrounds and varying educational levels.
* Able to effectively organize and present information and respond to questions from employees and external groups of varying sizes.
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I have read and understand the job description and agree to fulfill the position’s responsibilities.

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Certified Nurse Assistant                                    Date

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 Manager/Administrator Signature Date