

**BAY COUNTY MEDICAL CARE FACILITY**

**JOB DESCRIPTION**

**DATE:** 8/1/2011

F.L.S.A.Class: Non-Exempt

**JOB TITLE:** CERTIFIED NURSING ASSISTANT

**REPORTS TO:** R.N. /L.P.N. SUPERVISOR

**JOB SUMMARY:**

Assigned to a Resident Care Unit of the Bay County Medical Care Facility, will provide direct supportive services necessary for maintaining appropriate living conditions and general well being of elderly, handicapped and disabled persons. Provides continuous and primary resident contact. Supervision is direct, received from the Registered Nurse Supervisor and Licensed Practical Nurse on specific task assignment.

**PRIMARY DUTIES AND RESPONSIBILITIES:**

1. Receives resident status report from supervisor and task assignment instructions.
2. Gathers routine medical support data, taking and recording temperature, respiration, pulse, blood pressure and bodily function data. Charts data in a prescribed fashion.
3. Carries out personal hygiene processes for Residents and assists in bathing, combing hair, shaving, brushing teeth, cleaning dentures, dressing and responding to miscellaneous requests. Participates in care of terminally ill and expired residents.
4. Aids residents in accomplishing body functions, giving enemas, placing bedpans and
5. Transporting to commodes upon request. Will chart body function data, obtain specimens, and care for resident colostomy needs.
6. Regularly transfers residents, using lift or manually lifting from chair to bed, in and out of bath and applies spinal devices/prosthesis, splints and preventative skin breakdown equipment as directed on Resident Care Plan.
7. Provides personal comfort services, repositioning, giving back rubs, assisting with exercise, walking and encouraging self help progress and assists residents with activities on and off the unit.
8. Responds promptly to call lights providing residents needs, replacing linens, cleaning resident and observing for distress, abnormality or symptoms, reporting such observations to nurse as needed.
9. Has continued responsibility for keeping assigned areas clean and in order, cleaning spills, straightening service areas, storing equipment and removing debris to appropriate storage area. Will continuously use safety practices.
10. Prepares residents for meals; serves and removes food and dishes and assists with meals or feeds residents if necessary – Distributes drinking water and other nourishments to residents and records intake when appropriate.

11. Will regularly use equipment, such as thermometer, blood pressure equipment, walkers, wheelchairs, bedding, oxygen cylinders, catheter, bedpans, and hydraulic lift.
12. Regularly provides information for resident evaluation and assessment processes.  
Attends resident care conferences.
13. Regularly summarizes work activity accomplished and will provide status information for caregivers on subsequent shifts.
14. Is knowledgeable of Resident Rights and ensures resident privacy and dignity and helps ensure a safe, secure environment for all residents.
15. Completes annual In-service training requirements, maintains acceptable attendance, and dresses in accordance with Dress Code Policy.
16. Responsible for appropriate use of Facility supplies and equipment to minimize loss, waste and fraud.
17. Maintains confidentiality of all data, including resident, employee and Facility information.
18. Performs other duties as assigned.

### **JOB QUALIFICATIONS:**

1. High school diploma or equivalent
2. Valid C.N.A. license in State of Michigan
3. Knowledge of and ability to operate equipment related to resident care in a safe manner.
4. Position requires lifting a minimum of 50 pounds, standing and walking for long periods of time, bending, twisting, stooping and sitting on a regular basis.
5. Interpersonal skills necessary to effectively communicate with all levels of personnel and residents.

### **WORKING CONDITIONS:**

1. Work is performed in a resident care environment with noise, frequent interruptions, and may include exposure to unpleasant odors, odorous wounds, blood and/or body fluids, diseases, infectious waste, and cleaning product chemicals and disinfectants.
2. Evening, night, weekend and holiday hours may be required.

Every employee at Bay County Medical Care Facility is entitled to a safe and healthful workplace. All employees will follow safe and healthful work practices, obey safety and health rules and regulations, and work in a manner which maintains high safety and health standards. The Facility will provide and maintain safe and healthful working conditions, and we will establish and insist upon work methods and practices that promote a safe and healthful workplace at all times.

The job duties and physical demands 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 a disability to perform the essential functions of this position.

This Job Description is intended to describe the general nature and level of work being performed by a person assigned to this job. It is not to be construed as an exhaustive list of all job duties that may be performed by a person so classified.

I have received, read, and understand the above Job Description and Description of Physical Demands.

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Employee Signature

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Date