

Christian Health Care Center

Mission: *“Providing skilled health care services with compassion and love in Christ’s name.”*

JOB DESCRIPTION

TITLE: **Nursing Assistant**
REPORTS TO: **Unit Coordinator**
FLSA STATUS: **Non-Exempt, Hourly**

JOB SUMMARY The nursing assistant functions as a member of the health care team under the direct supervision of the Team Leader and Unit Coordinator. The nursing assistant assures that the resident’s plan of care is carried out, including assisting all patients in performing activities of daily living (ADLs), mobility, eating, toileting, range of motion, bathing, grooming, positioning, and basic skin care. Provides care consistent with our mission (compassion and love in Christ’s name).

ESSENTIAL JOB FUNCTIONS

1. Provides a pleasant, positive and calm environment for residents.
2. Communicates and works smoothly with residents, families, supervisors, and co-workers.
3. Respects and abides by Resident Rights.
4. Maintains confidentiality in all things relating to residents.
5. Good attendance is an essential requirement of this position.
6. Assures resident safety.
7. Encourages resident independence and rehabilitation when indicated.
8. Assists all residents who need supervision or assistance within the federal scope of practice for a nursing assistant.
9. Assists in transporting wheelchair-bound residents to activities and meals.
10. Reports resident abuse according to CHCC policy.
11. Handles/ protects resident belongings.
12. Correctly applies and monitors resident safety devices.
13. Performs tasks, within nursing assistant scope of practice, according to CHCC procedures.
14. Prevents the spread of infection; including frequent hand-washing and gloving.
15. Completes daily assignment and document as required.
16. Keeps resident rooms neat and tidy, including making beds.

OTHER JOB FUNCTIONS

17. Assists in the support of company-sponsored events, activities, and functions.
18. Attends in-service training as requested and required.
19. Performs other duties as assigned.
20. Establishes a culture of compliance by adhering to all facility policies and procedures. Complies with standards of business conduct, and state/federal regulations and guidelines.

21. Reports noncompliance with policies, procedures, regulations, or breaches in confidentiality to appropriate personnel. Reports any retaliation or discrimination to HR or compliance officer.
22. Agreement to abide by all standards, policies, and procedures of the facility, including the facility's compliance and ethics program, is a condition of employment. Compliance will be a factor in evaluating job performance. Violations, including failure to report violations, will result in disciplinary action, up to and including termination.

WORKING CONDITIONS AND EQUIPMENT USED

Work is performed in a fast-paced patient/resident environment with frequent interruptions. Incumbent must be team-oriented and work collaboratively with residents, family members and co-workers. May be exposed to infectious diseases. May be required to wear a respirator.

QUALIFICATIONS

- Must be willing to attend nursing assistant training classes to become certified during the first 4 months of employment, if not already certified.
- Must be a minimum of 16 years of age.
- Must be able to effectively read, write and speak the English language.
- Previous work experience preferred.

GENERAL PHYSICAL/MENTAL REQUIREMENTS:

- **LIFTING:**
 - **CONSTANT** - up to 5 pounds of residents' personal items (i.e. clothing, food items, medical charts, notebooks, linens and supplies).
 - **FREQUENT** – 5 to 10 pounds of supplies and equipment.
 - **OCCASIONAL** - up to 50 pounds when lifting heavier equipment and when transferring a resident or when assisting a resident in bathing or dressing. Employer states typically a lift or two aids are utilized when resident is unusually heavy or combative.
- Must be able to walk, turn, bend and stoop frequently while assisting residents, making beds, moving equipment, and transferring / lifting residents.
- Must be able to push / operate mechanical lift for resident transfers as directed.
- Must be able to push a mop bucket and mop wet areas (if needed) when housekeeping staff is not available.
- Must be able to see residents and their needs and to read instructions / care plans.
- Must be able to hear resident requests and auditory warning signs / devices.
- Must be able to clearly communicate with residents and other staff.

The statements contained herein reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned including work in other functional areas to cover absences or relief, to equalize peak work periods or otherwise to balance the workload. Furthermore, they do not establish a contract for employment nor do they alter the at-will nature of the party's employment relationship. The employer retains the discretion to change and alter this description at its discretion.