



## Position Description

# CERTIFIED NURSING ASSISTANT - SNF

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<b>Entity:</b>	<b>Masonic Homes of California</b>	<b>Payroll Type:</b>	<b>Non-Exempt</b>
<b>Department:</b>	<b>Skilled Nursing</b>	<b>Supervisory:</b>	<b>No</b>
<b>Reports To:</b>	<b>DON/ADON/RN Supervisor/ Charge Nurse</b>	<b>Work Status:</b>	
<b>Location of Job:</b>	<b>Union City</b>	<b>Revised:</b>	<b>4/10/2014</b>

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### **JOB CULTURE**

The Masonic Homes of California are committed to a culture of Leadership. Our culture is to provide superior service to members, residents and staff through a sound and progressive model of service and care which aligns our mission, vision and operations. We demonstrate excellence in core services and place value on high quality job performance, professional development, effective time management, budget management, workplace safety and resident/employee satisfaction. We are dedicated to disciplined innovation and continuous quality improvement – we are a learning company. We are committed to sharing our knowledge and being an organization that attracts the best and brightest talent. We are team-oriented, caring and honest.

### **JOB SUMMARY**

The Assistant is responsible to assist the professional staff by performing various resident care activities and related nonprofessional services necessary in caring for the personal needs and comfort of the residents. Responsible for the delivery of resident care (baths, personal grooming, feeding) as directed by the supervisor/s. Maintains established departmental policies and procedures, objectives, quality assurance program, safety, environmental and infection control standards. Strive to incorporate the philosophy and mission of The Facility and to incorporate the Facility's goal of quality care in a personal manner with total regard for individual human dignity.

### **POSITION ACCOUNTABILITIES AND PERFORMANCE CRITERIA**

1. The Assistant provides personal care assistance to residents as directed: (bathing, grooming, feeding, and toileting)
  - Demonstrates ability of administering complete/partial resident baths. This would include bath, oral care, dentures, Foley care, hair/nail care, shaving, bed making and cleaning of utensils used.
  - Assists in the toileting needs of the residents, records outputs accurately. Empties drainage collection devices and completes documentation of BM Book, toileting

scheduling, Rehab and nourishments.

- Follows Facility protocol for admission documentation. Demonstrates skill in the nursing process.
- HIPAA Competency – Protects resident’s privacy by insuring resident charts or items with resident data with protected health information (PHI) is not left unattended or left opened.
- Demonstrates ability to read, understand and follow individual resident care plans.
- Maintains harmonious relationship with unit and co-workers, providing support and assistance to co-workers to ensure quality resident care.

2. Prepares resident for meals; serves and collects trays, assists in setting up and feeding residents; serves fresh water and nourishments when indicated.

- Completes meal assessment sheet and records oral intakes accurately
- Utilizes proper lifting and body mechanics to prevent personal injury
- Demonstrates attitude of cooperation and professionalism when working in the Department
- Organizes work to complete assignments within the required time frame.

3. The Certified Nursing Assistant helps residents with transferring and lifting, raising residents in beds and turning residents. May apply restraints as directed.

- Maintains confidentiality of all resident, Facility and/or physician related information  
Maintains resident confidentiality and does not discuss resident in public areas, such as cafeteria, hallways, elevators, etc.
- Demonstrates ability to lift, transfer and transport residents in wheelchair, bed or car, etc. Utilizes appropriate transfer device.
- Demonstrates ability to apply restraints as directed by nurse following the Facility policy and procedure guidelines.
- Reports problem areas to the Supervisor
- Identifies when help is required in providing resident care and seeks it appropriately recognizing own limitations.

4. Obtains temperature on residents whose medical conditions warrants such monitoring. Obtains urine samples, weights, intake/output

- Demonstrates ability to obtain and record resident’s temperature, pulse, respiration, weight, intake/output as directed by nurse. Demonstrate the ability to assist with specimen collection (urinalysis, etc.)
- Conducts job duties in accordance with departmental standards
- Recognizes and reports changes in resident conditions to a nurse, demonstrates knowledge of complications and asks appropriate questions to clarify the situation
- Verbal ability to express ideas and views effectively. Must possess the ability to make independent decisions when circumstances warrant such action.
- Reports accurate results to achieve the best possible resident care

5. Regularly checks on residents insuring comfort, dignity and privacy

- Answers call lights promptly; responds promptly to resident inquiries, reports any abnormal findings or complaints to primary nurse.

- Demonstrates mission of the Facility by providing quality care in a personal manner with total regard for individual human dignity
  - Communicates clearly and tactfully with residents and their families
  - The Certified Nursing Assistant cooperates with other personnel to achieve department objectives and maintains good employee relations, interdepartmental objectives, and infection control policies.
6. Performs related Nurse Assistant duties as assigned for efficient unit operation.
- Prepares resident room for admission. Responsibilities include resident orientation to room, providing admission pack supplies, assisting resident with dressing as indicated.
  - Demonstrates the ability to assist the nurse with various duties as directed. Example of this includes removing and replacing TEDS, reapplication of oxygen, application of specialty mattresses, turning and positioning immobile residents every two hours.
  - Upon discharge assists resident with dressing and packing. Cleans room of supplies/linen prior to terminal cleaning by housekeeping. Demonstrates ability to assist with post mortem care.
  - Listens well and effectively communicates in writing and orally
  - Maintains and improves resident optimal level of functioning and nursing rehabilitation. Recognizes changes in resident's condition and asks appropriate questions to clarify the situation. Reports changes to Charge Nurse.
7. Attends all in-services and meetings as required
- Projects poise, authority, and a positive image. Wears appropriate clothing and accessories, giving proper attention to personal hygiene. Wears Facility ID badge while on duty.
  - Infection Control Competency: Demonstrates knowledge of and adheres to all infection control procedures including proper hand washing techniques, contact with blood spills and standard precautions
  - Attends all mandatory in-services. Attends department meetings as required and scheduled
  - Competency: Participates in drills and demonstrates knowledge of Plan for Department
8. Cleans each unit as assigned by the Director, including IV poles, ice bucket/ladle, wheelchair/carts
- Conducts job duties in accordance with departmental standards
  - Assists in the containment of the Facility's costs through conserving so supplies and equipment
  - Organizes work to complete job tasks in a timely manner. Responds promptly to change in workload, adjusting assignments to achieve optimal productivity and efficiency
  - Straightens and cleans utility room/pantry as assigned per unit/shift. Delivers supplies to resident rooms. Completes weekly cleaning assignments as directed. Maintains resident rooms in a neat orderly and clutter free environment. Ensures that closets, drawers, clothing and personal items are labeled
9. Perform other related duties as assigned or requested

## **SKILLS, ABILITIES AND EXPERIENCE**

- Ability to perform nursing care per current community standard for long term care.
- Interact effectively with residents, visitors, administration, physicians, volunteers and staff;
- Knowledge of State and Federal laws and regulations governing Long Term Care
- Ability to read, write and speak English in a clear manner
- Ability to understand and respond appropriately to cultural diversity

## **EDUCATIONAL REQUIREMENTS/LICENSES/CERTIFICATES**

Preferred Minimum Education:

- Completion of 10th grade (High School)

Minimum Experience:

- 6 or more months of experience as a C.N.A. in a skilled nursing facility.

Required Registration/Certification:

- Successful completion of a Certified Nurse Aide program ;
- Active and current C.N.A. Certification
- Current BLS certification .

## **EQUIPMENT/MACHINES/WORK AIDS**

Routine equipment encountered in a hospital setting including:

Gait Belt	Vander Lift	Whirlpool Bath Tub
Scale Chart	Walker	Wheel Chair
Hospital Bed	Stethoscope Thermometer	Sphygmomanometer
Chart Rack	Crash Cart	Bed Pan
Collapsible Stretcher	Food Gurney	Telephone
Fire Extinguisher	Computer & Peripherals	C-3 lift/Mechanical Lifts

## **ENVIRONMENTAL CONDITIONS**

Temperature controlled, indoor modular office space. Hazardous Environmental - possible exposure to human body fluids requiring use of Standard Precautions.

## **PHYSICAL REQUIREMENTS**

- Standing - Frequently - up to 5 minutes
- Walking - Frequently - up to 5 minutes
- Sitting - Occasionally - 1 hour max
- Lifting – Occasionally over 50 lbs.
- Bending - Frequently - up to 2 minutes
- Lying - Never
- Twisting - Occasionally - up to 3 seconds
- Reaching/Stretching -Occasionally - up to 3 seconds
- Pushing, Pulling - Frequently - 10 minutes - 200 lbs.
- Climbing - Occasionally - 10 minutes

- Balancing – Occasionally up to 3 minutes
- Kneeling/Crouching/Squatting - Occasionally - up to 3 minutes
- Use of feet (other than walking) - Occasionally 15 minutes per day
- Use of hands – Requires simple grasping, firm grasping, or fine manipulation with dominant/non-dominant hand or both hands.
- Hearing – Requires the ability to hear at close proximity (0-5 feet), requires the ability to hear at a distance (up to 20 feet) and the ability to hear in both ears.
- Vision – Requires clarity of vision at 20 inches or less, clarity of vision at 20 feet or more and accommodation of eye to focus clearly at varying distances.

This job description has been developed to identify some of the duties and responsibilities of this position. It is not intended to limit or encompass all duties and responsibilities of the position.

MHC at its sole and absolute discretion, expressly reserves the right to modify, supplement, delete or augment the duties and responsibilities specified in this and all job descriptions.

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**ACKNOWLEDGMENT**

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*I have read the above requirements and duties of the position and by my signature as noted below hereby accept these conditions of employment of the Masonic Home at Union City.*

\_\_\_\_\_  
Employee

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Supervisor

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Date Signed

\_\_\_\_\_  
Date Signed