

## Clark County Wisconsin Position Description



**Job Title:** Certified Nursing Assistant  
**Department:** Nursing  
**Reports To:** Registered Nurse, Licensed Practical Nurse, Nurse Care Coordinator,  
Director of Nursing  
**Pay Schedule:**  
**FLSA Status:** *(Exempt, Hourly.. etc.)*  
**EEOC Job Code:** *Admin Function*  
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### **Purpose of Position:**

Certified Nursing Assistants provide a safe environment, assist with activities of daily living per the individualized plan of care or program plan, give emotional and social support, and attend to the resident's physical comfort.

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### **Minimum Training and Experience Required to Perform Essential Job Functions**

Requires knowledge usually acquired in high school with completion of a Nursing Assistant Course. Must be registered on the Wisconsin Nurse Aide Registry and have the ability to work cooperatively and function as a member of the interdisciplinary team. Requires the ability to read/write English, document observations and verbally communicate with residents, families, the public and other members of the facility. Must be honest, dependable and exhibit a warm, cheerful, and caring manner, with the ability to safely perform the essential job functions with or without reasonable accommodation.

### **Essential Duties and Responsibilities**

The following is a list of responsibilities expected of staff in this position; this information may be updated and modified as needed due to program modifications, technology changes, or regulatory compliance.

### **Perform resident care needs alone or with another staff member giving total care or assisting residents with:**

- Bed bath, tub bath or shower.
- Oral, hair and nail care, shaving, dressing and undressing, application of make-up.
- Elimination needs including toileting by offering bedpan, urinal or taking to bathroom.
- Ambulating, transferring, positioning by using assistive devices such as a walker, wheelchair, mechanical lift, gait belt or lift sheets. Ability to lift 50# independently
- Meals & snacks, according to established protocols, maintains intake and output as requested, weighs residents as instructed.
- Participation in activities as directed for those who are cognitively impaired.

### **Assist in providing quality care to all residents throughout the shift.**

- Answer all call lights promptly.
- Take and record temperature, pulse, respiration, and blood pressures.
- Observe and report physical and/or behavioral changes immediately to charge nurse.

- Perform all resident care as assigned and according to plan of care, nursing department policies, and procedures.
- Participate in care conferences of residents.
- Assure that all residents' rights are maintained at all times.
- Report any violations or suspected deviations according to facility policies
- Follow all safety, security, infection control and hazardous materials policies and procedures.
- Perform all tasks to assure resident and personal safety and the protection of facility property.

**Provide a pleasant and cooperative working environment within Nursing Service.**

- Work tactfully and cooperatively with residents, families, visitors and the entire staff throughout the facility.
- Know and follow existing lines of communication and authority.
- Attend department meetings and seminars as requested.
- Work the assigned schedule to meet the needs of the department
- Maintain confidentiality of all the department and organizational information
- Attend mandatory in-service training and complete at least 12 hours of in-service training annually.

**OTHER SKILLS AND ABILITIES**

Sensory

- Vision: Must be able to continuously see objects up close so as to notice a change in the resident's condition (breathing, color, skin breakdown, etc.). Ability to focus and read a thermometer, and distinguish colors for warning lights.
- Hearing: Must be able to continuously hear normal sounds and voice patterns with some background noise. Must have adequate hearing to receive verbal instructions. Must also be able to hear audible emergency signals, alarms, call light indicators and to be able to answer the phone
- Smell: Must be able to detect the smell of smoke, spoiled food, soiled linen, etc.
- Speech: Must be able to continuously articulate clearly and precisely.

Cognitive

- Concentration: Ability to concentrate on moderate details with frequent interruptions.
- Attention Span: Attend to a function from 10 to 25 minutes
- Conceptualization: Must be able to understand and relate specific ideas and concepts.
- Memory: Must be able to remember multiple tasks and assignments over a period of (8) hours.
- Emotional Stability: Must be able to continuously deal effectively with stress created by sick residents, multiple tasks, noises interruptions, and work cooperatively as part of the health care team while maintaining a pleasant demeanor.

Computer and Office Equipment

- Ability to operate office equipment including computer, telephone, and calculator.

Mathematical Ability

- Ability to calculate figures and amounts such as percentages and volume. Ability to apply concepts of basic math.

Language Ability, Interpersonal Communication Skills, and Other Knowledge and Skills

- Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.
- Ability to speak effectively before residents, families, and other members of the organization.

Reasoning Ability

- Ability to apply common sense understanding to carry out instructions in written, oral, or diagram form.

Environmental Adaptability

- Ability to interact positively with public and others.
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