Kulana Malama
JOB DESCRIPTION

POSITION: CERTIFIED NURSING ASSISTANT

STATUS: Non-exempt
Various shifts (day, night)
Full-Time, 12 hours/shift; 36 hours/week (0.9 FTE)
Part-Time, 12 hours/shift; 24 hours/week (0.6)
Casual, Call-in

REPORTS TO: CHARGE NURSE

POSITION SUMMARY:
Under the supervision of the Charge Nurse, provides assigned residents with routine daily nursing care in accordance with current applicable federal, and state standards, guidelines and regulations for long-term care, established nursing care procedures and care plan, and as directed by supervisors.

WORKING CONDITIONS:
Indoor/outdoor environment. Frequent exposure to various fluids, noise, moisture, noxious odors and gases. Frequent exposure to biological and chemical agents; and, occasionally exposed to dust/mold.

EQUIPMENT USE:
Frequent use of hospital beds, thermometer, stethoscope, BP sphygmomanometer, bed scale, gurneys, lifts, oxygen, geri chairs, medical-surgical supplies and personal care items. Also frequent use of automated telephone system, intercom/resident call system, addressograph stamp machine, and general office supplies. Occasionally uses fax machine and personal computer/printer.

WORK HOURS:
Varies per status. Twelve (12) hour shifts, weekdays, weekends, and holidays as required. Overtime may be required, as well as rotation to other shifts.

MENTAL DEMANDS:
Duties require attention to detail, alertness, problem-solving, tolerance to mental and emotional stress, ability to follow orders/directions, sound judgment, mathematical ability, scientific logic; abstract thinking and intuitive sense.

PHYSICAL DEMANDS:
Sits continuously for long periods of time. Frequent standing; walking; handling; fingering; eye-hand-foot coordination; use of corrected vision; depth perception; wide field of vision; color vision; use of auditory, olfactory and tactile senses. Frequent bending over; stooping; kneeling; crouching; pushing; pulling; sitting; reaching; climbing/balancing on a step stool to reach supplies/equipment in cupboard; climbing stairs; carrying up to 25 pounds. Occasional crawling; running; pushing up to 250 pounds; pulling up to 250 pounds; lifting up to 50 pounds. Subject to frequent interruptions.

COMMUNICATION DEMANDS:
Speaks/listens continuously with co-workers, residents, physicians, visitors as required. Frequent reading, talking on telephone; receiving orders/instructions; speaking, writing/composing written language (English). Documentation on flow sheets, assessment sheets, dietary sheets, intake and output sheets.

QUALIFICATIONS / REQUIREMENTS:

- High school graduate or equivalent required.
- Current Certified Nursing Assistant (CNA) in accordance with Hawaii state law required.
- Prior employment experience in pediatric, long-term care, and/or acute medical surgical nursing setting preferred.
- Current CPR certification required.
- Hawaii state-approved CNA competency training required.

A. **SPECIFIC JOB DUTIES AND FUNCTIONS:**

1. Resident Care:
   a. Assists with admissions, transfers and discharges of residents.
   b. Escorts residents to and from appointments, activities, and social programs.
   c. Answers residents' calls promptly and relays information to appropriate persons as needed.
   d. Performs activities of daily living, i.e., bathing, grooming, toileting, feeding, etc.; treats each resident as an individual in caring for his/her needs.
   e. Performs restorative, rehabilitative, and ROM, procedures as instructed.
   f. Reports all observed resident reactions, changes in symptoms and complaints to Charge Nurse.
   g. Reviews daily and follows resident care plan; updates changes with charge nurse/supervisor as needed/directed.
   h. Appropriately prioritizes multiple tasks.
   i. Functions independently within scope of practice.
   j. Attends care conference meetings as assigned and reports/provides information to the IDT and family/caregivers about resident's ADLS.
2. Documentation: Documents care according to established guidelines and:
   a. Is legible.
   b. Signatures/initials present.
   c. Form completed/used correctly.
   d. Information is accurate.
3. Maintains Standards of Professional Performance:
   a. Participates in his/her own evaluation process by providing self-evaluation and written goals.
   b. Assists with orientation of peers/personnel.

B. **OTHER JOB FUNCTIONS AND DUTIES:**

1. Attends and participates in meetings and committees as requested.
2. Performs other duties as required.

Acknowledged: _____ Date: _____
PRINT NAME/ SIGNATURE