

## SANDY RIDGE ASSISTED LIVING

### JOB DESCRIPTIONS

**JOB TITLE:** Certified Nursing Assistant/Assisted Living

**REPORTS TO:** Primary C.N.A./Resident Care Director/Assisted Living Administrator

**JOB SUMMARY:**

The Assisted Living Certified Nursing Assistant assists with activities of daily living, provides basic nursing care to residents and assists in the maintenance of a safe and clean environment under the direction and supervision of the Assisted Living Administrator, Primary C.N.A. or Assisted Living Resident Services Coordinator.

**SPECIFIC DUTIES AND RESPONSIBILITIES:**

1. Assists residents with showers and bathing and ensures residents receive baths/showers when scheduled.
2. Assists residents with grooming and dress, as needed.
3. Assists residents with the use of bathroom; if required may assist residents with diapers or other toileting items, as needed.
4. Monitors activities of residents and encourages participation in group activities, entertainment, and other events.
5. Ensures residents eat meals, helps residents with food, if necessary, and monitors intake and eating habits. Serves meals to residents, as needed.
6. Assists with transferring residents on a temporary basis.
7. Takes and records temperature, pulse, respiration, weight, heights and blood pressure.
8. Makes bed and straightens resident's quarters on a daily basis if required. May clean up personal accidents. Ensures toilet supplies are in resident's room.
9. Takes care of residents during temporary, short-term illness.
10. Answers call lights, anticipates; residents' needs, makes regular residents rounds.
11. Notes changes in resident's condition and documents in patient records. Informs manager of any changes in residents' emotional or physical well-being.
12. Responds to medical emergencies for Assisted Living and Independent retirement residents, assesses situation and takes appropriate action. Assists the Assisted Living Administrator in determining future steps to take. Reports (and records when appropriate) any changes observed in residents' condition or behavior or any unusual incident.
13. As needed, assists in maintaining a safe and clean environment of Assisted Living.
14. Establishes and maintains interpersonal relationships with residents', visitors, and other health care personnel, while assuring confidentiality of resident information. Interacts with families and visitors regarding condition and needs of resident.
15. Attends and participated in educational training sessions and department meetings as required.
16. Follows infection control and safety guidelines.
17. Assist in Assisted Living dining room, as needed.
18. Makes appointments and arranges transportation and ensures residents get to destinations.
19. Must redirect wandering residents as necessary.
20. Shall attend mandatory in-service meetings; be aware of changes in health and safety regulations and changes in employee policies and emergency procedures.
21. Develops work standards, methods and procedures for efficient operations.
22. Establishes, promotes and ensures respectful and courteous customer service practices.
23. Respond to residents' concerns and complaints in a timely manner in coordination with Primary C.N.A. and Assisted Living Administrator or Assisted Living Resident Services Coordinator.
24. Performs other duties, as assigned.

**KNOWLEDGE, QUALIFICATIONS AND EXPERIENCE:**

- Supportive of Sandy Ridge Assisted Living's philosophy, mission statement, values and code of

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ethics.

- Must have completed a Certified Nursing Assistant program or be eligible to enter such a program, graduate and pass within 120 days of hire.
- First aid/CPR certificate, and have clearance from Department of Justice.
- Is a good listener, gives clear straightforward directions; gives tactful and constructive feedback.
- Keeps resident's information confidential; shares it with Assisted Living Administrator, Primary C.N.A. or Assisted Living Resident Services Coordinator.
- Commitment to working in a professional high quality and team player environment.
- Must have a warm and gracious manner and an appreciation of the elderly.
- Knowledgeable and supportive of the residents' rights and responsibilities.
- Must be well-organized, able to work independently with consistent follow-through.
- Ability to handle competing demands in a flexible and positive manner, to seek support when needed, and an ability to keep all parties informed of time schedules and deadlines.
- Must maintain a high level of attendance.
- Follow oral and written directions by reading, writing or speaking English.
- Ability to work under time pressure and maintain professional demeanor.
- An ability to exercise independent judgment.
- Good leadership and communication.
- Ability to perform routine tasks with minimal supervision.

**WORKING CONDITIONS:**

Work is moderate to heavy, involving extensive walking and frequent bending, standing, crouching, reaching and lifting of objects up to 35 pounds. Occasional listing of objects over 35 pounds. Must be able to ambulate throughout facility and respond rapidly in an emergency.

**HOURS AND DAYS REQUIRED:**

Various

**ATTENDANCE REQUIREMENTS:**

Near perfect attendance in required in the full-time position.

**UNIFORM REQUIREMENTS:**

Appropriate nursing attire and name badge

**ACCEPTANCE:**

I have read and understand the requirements of my job. I understand the first 90 days of my employment with Sandy Ridge Assisted Living will constitute an introductory period of temporary employment, during which my abilities to fulfill the responsibilities of this job will be evaluated. I understand that this job description may not contain all the duties, physical requirements and skills that I may be required to perform in fulfilling the responsibilities of this job; and that the nature of the duties and tasks of this may change over time.

I have read the above and fully understand the conditions set forth. I will perform these duties to the best of my ability.

Employee Signature \_\_\_\_\_ Date \_\_\_\_\_

Supervisor \_\_\_\_\_ Date \_\_\_\_\_

Administrator or Designee: \_\_\_\_\_ Date \_\_\_\_\_