

# Certified Nursing Assistant

## Job Description

Reports to: LPN on Duty, Administrator

### Position Summary:

Provide direct care services to Brookfield residents in a variety of duties that provide each resident care that is individualized and preserves their dignity and promotes their independence. Perform the nurse aide duties set forth in Part II, Unit VII of the Rules and Regulations governing Long Term Care Facility Nursing Assistant Training Curriculum. These duties include taking vital signs (temperature, pulse, respiration, blood pressure, height/weight); recognizing and reporting abnormal changes; death and dying and admission/transfer/discharge, as well as assisting residents with daily living needs such as bathing, dressing and grooming. Along with other duties, CNAs will help with light housekeeping and laundering chores as needed.

Qualifications
<ul style="list-style-type: none"><li>• Licensed by and in good standing with the State of Arkansas.</li><li>• Experienced in care giving to older adults preferred</li><li>• Ability to read, write, and speak English</li><li>• Desire to work with older adults</li><li>• Friendly, caring disposition</li></ul>



### Primary Responsibilities:

1. Assist with personal care needs of the residents. This includes (but is not limited to):
  - a. Assist in performing resident's daily living needs:
    - i. Changing bed linens (if necessary in the case of soiled bedding)
    - ii. Bathing
    - iii. Dressing
    - iv. AM/PM care
    - v. Dressing changes as required
    - vi. Assistance with laundry
    - vii. Assistance with activities
  - b. Respond to resident's call light/emergency call as quickly as possible
  - c. Provide sufficient protection and physical support to resident while in bed or chair, on a commode, ambulating, transferring, or being transported
  - d. Demonstrate consistent ability to provide for resident positioning or ambulatory needs, according to procedure and direction
  - e. Carry out directives of individual care plan as established by RN and/or LPN
  - f. Monitor and report to RN/LPN changes in personal hygiene and habits of residents that may indicate a change of condition
  - g. Update plan of care via communication with RN or LPN
  - h. Communicate shift information to next shift to maintain a flow of information on resident's needs, conditions, and functions to be performed via communication with LPN
  - i. Assist residents with ambulation as needed

- j. Adhere to infection control policies and procedures, including isolation and universal precautions, as needed
- k. Obtain, return and dispose of equipment according to direction and requested/established time frames
- l. Assure that routine equipment and health care tools/supplies are functioning. Notify supervisor of needed repairs promptly
- m. Maintain orderliness of supplies, paperwork, and equipment by using appropriate storage areas at all times
- n. Assist in setting up dining room for the next meal time, if needed
- o. Clean common areas, if needed
- p. Perform hourly continence checks with those residents who are incontinent
- q. Report all incidents, accidents, or errors to LPN as soon as they occur
- r. Attend all required in-service training sessions
- s. Maintain current licensure, required continuing education units, and health card
- t. Notify direct supervisor of any change in personal status (new address, new telephone number, etc.) in order to maintain ability to be contacted for duty

## Physical Job Requirements

To fulfill job requirements, employee must be able to perform key physical tasks for extended periods of time. Proper body mechanics and safety measures as prescribed by the residence must be used.

During a typical eight-hour shift, employee will possibly:

- Stand/walk up to twelve hours a day
- Sit up to two hours a day
- Frequently support up to 30 pounds
- Frequently lift/carry up to 50 pounds
- Frequently kneel, bend, and reach

In addition to the preceding duties, CNAs must comply with all of Brookfield Assisted Living and Brookfield Memory Care Facilities policies and procedures. Note that duty lists for the four different shifts (7 am – 3 pm; 3 pm – 11 pm; 11 pm – 7 am & 7am - 11pm) cover the specific duties for each shift and this job description may not be all-encompassing.

## Employee Acknowledgment

I have read and understand my job description and I am able to fulfill the outlined responsibilities.

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date