

CARING SENIOR LIVING, Inc.

JOB DESCRIPTION: Certified Nursing Assistant (CNA) / Certified Home Health Aid (CHHA)

ACCOUNTABLE TO: Licensed Practical Nurse (LPN), Director of Nursing (DON), Administrator of Assisting Living Program and/ or the Director of the Assisted Living Programs.

JOB SUMMARY: The Certified Nursing Assistant / Certified Home Health Aid shall be responsible for providing personal care to Assisted Living Residents, provide light housekeeping and maintain the cleanliness and neatness of resident apartments, resident's laundry and assistance in dining services.

QUALIFICATIONS: High School Diploma or GED

Certified Nursing Assistant Certificate or

Certified Home Health Aide Certificate

1 year of CNA / CHHA experience

GENERAL RESPONSIBILITIES AND DUTIES:

- Maintains a working relationship with the LPN, DON, Assisted living Administrators and all other nursing staff.
- Maintains a professional relationship with all residents.
- Maintains confidentiality of verbal and written information pertaining to residents, facility operations and other personnel.
- Maintains residents privacy and dignity.
- Encourages residents to maintain their independency.
- Has a full understanding of fire, emergency and safety procedure.
- Adheres to policies and procedures and standards regarding infection control.
- Has a full understanding of the hazards and safety of oxygen being used by residents.

- Provides AM & PM personal care to assigned residents including partial or complete bath, oral hygiene, care of hair, incontinence care including changing adult briefs as needed.

JOB DESCRIPTION: Certified Nursing assistant / Certified Home Health Aid
(cont.)

- Takes weights and vital signs (TPR & BP) monthly & as requested by nurse, record and report results to nurse.
- Provide ambulation assistance as needed
- Assist with transfer to & from bed.
- Report any change in resident status to nurse immediately.
- Respond to emergency calls & assist nurse as needed.
- Report any accidents, injuries, or complaints to nurse or administrator immediately.
- Deliver supplies and equipment to residents.
- Provide light housekeeping.
- Cleans refrigerator, stove/oven, cabinets and silverware drawers as needed.
- Vacuum and dust as needed
- Assist with laundry: washing & drying clothes, folding laundry and putting away.
- Strip and remake bed as needed but at least 1x per week.
- Clean the bathroom including bathroom floor, vanity, toilet, and shower/tub.
- Removes trash from residents apartments daily.
- Assist resident with meal service as needed. Ex: meal preparation & cutting up foods, set-up, clearing and washing dishes.
- Report any unsafe equipment to nurse / administrator.
- Maintain the cleanliness and neatness of the storage room and inventory of supplies.

- Removal of trash from Administrator / Nursing offices.
- Abides by established guidelines of the facility and governing regulations.
- Any other responsibilities deemed necessary by the administrator.

I have read and fully understand the job description of Certified Assistant / Certified Home Health Aid for CARING Senior Living, Inc. Assisted Lining Program.

Employee Signature

Date

Witness Signature

Date