



Regional Consolidated Services

Job Description

Department Home Care

Job Title Certified Nursing Assistant



Purpose: This position exists so that qualified staff may provide assistance with personal care, and home management tasks that are instrumental to the activities of daily living (ADL) to individuals who are unable to carry out these activities for themselves and when no responsible person is available for these tasks. This service is provided so that individuals may remain in their own home rather than be institutionalized. Personal care tasks will not be performed by home management personnel.

Essential Functions and Responsibilities:

1. Attend in-service training and staff meetings
2. Assist in assessing and planning client care by observing and reporting changes in appearance and behavior. Provide feedback to Home Care director or appropriate office staff concerning responses of clients regarding specific complaints or comments.
3. Implement care according to client's care plan
4. Perform basic housekeeping tasks such as, sweeping, mopping, dusting, vacuuming, washing dishes, cleaning tub/shower, toilet, and sink. Also make bed, change bed linen (occupied and unoccupied), do laundry, and empty trash.
5. Provide companionship and emotional support
6. Prepare simple meals
7. Shop for food from oral or written instructions from client/family.
8. Observe and report abuse, neglect, illness or injuries.
9. Assist with mobility and toileting using assistive devices as needed
10. Care for normal unbroken skin
11. Assist with personal care, including bed bath, chair bath, help with shower, hair care, oral hygiene, shaving, and other personal care functions as needed.
12. Provide nail care for nondiabetic clients
13. Provide basic first aid and change nonsterile dressings.
14. Assist with feeding, dressing, and range of motion exercise.
15. Take and record temperature, pulse, respiration, blood pressure, and other vitals as needed.
16. Assist with prescribed physical and occupational therapy as needed.
17. Consistent and regular attendance is required.
18. Other duties as required according to client care plan
19. Adhere to established times frames of schedules and care plans
20. Other duties as assigned by the Home Care Director

Other Duties and Responsibilities:

1. Assist in mending/purchasing clothing or other household items
2. Minor home maintenance (i.e. change light bulbs, replace batteries)

Supervisory Responsibilities: None

Knowledge and Skills:

1. Read and understand safety rules, operating and maintenance instructions, and procedure manuals.
2. Ability to keep and maintain records
3. Communicate in oral and written form
4. Read and follow diagrams, oral and written instructions and forms.
5. Attention to details
6. Observant of surroundings
7. Good reasoning ability; able to reach logical conclusions
8. Able to cook
9. Add, subtract, and divide all units of measure using whole numbers, common fractions, and decimals/percent.
10. Able to deal with health emergencies or other emergency related situations
11. Drive a vehicle

Fiscal Responsibility: None

Physical Demands: Possess physical ability and stamina to stand, sit, walk, hear, talk, smell, feel, reach, climb, stretch, balance, stoop, kneel, crouch, and crawl. Able to lift and or move up to 25 pounds, and occasionally up to 50 pounds or more. Able to see at close range, peripherally, at a distance, judge depth perception, adjust focus, and distinguish colors.

Working Conditions:

Work in homes of various people some of which may be structurally deficient, not equipped with modern conveniences such as electricity, indoor plumbing and bathroom facilities, or central heating and cooling. Homes maybe extremely dirty, infested with insects and/or vermin, wildlife or pets, and have unpleasant odors. Occasionally a client, family member or caretaker may be emotionally unstable, violent or a substance abuser.

Qualifications:

Must be certified nursing assistant in good standing on North Carolina registry. Possess and maintain a valid driver's license. Must transport self to client's homes and have reliable transportation available during all working hours. Have and maintain CNA licenses, CPR, and First Aid certification.

Classification: Nonexempt. The RCS Home Care Director will directly supervise this position.

Staff Name: _____

Staff ID Number: _____

Date: _____