



JOB DESCRIPTION

JOB TITLE: C.N.A.	Effective Date: May 7, 2012
DEPARTMENT: Clinical	Revision Date: December 27, 2016
REPORTS TO: Clinical Manager	Approval Signature:
FLSA STATUS: Non-Exempt	

Essential Functions & Requirements

- Must be able to lift or assist in lifting within Ashley House guidelines – up to 50 lbs.
- Must have completed a nursing assistant course and passed all required tests of competency
- Must have a current nursing assistant certification (NAC) in the State of Washington
- Must have a current Washington State driver's license or valid driver's license as an active duty armed forces personnel or dependent of an active duty armed forces personnel and the ability to be insured to drive agency vehicles
- Provide driving abstract on an annual basis or as requested
- Able to pass a criminal background check with the State of Washington and maintain clearance during tenure of employment
- Valid Healthcare Provider (BLS) CPR
- Must have valid Food Handler's Permit from the Health Department
- Meets health requirements; i.e. – flu vaccination, tdap vaccination, tb testing – per licensing requirements
- Consistently reports to work on time prepared to perform duties of position
- Demonstrates flexible and efficient time management and ability to prioritize workload
- Meets applicable standards for quality of work and productivity

Ashley House's Expectation of Employee

- Adheres to Ashley House Policies and Procedures
- Acts as a role model within and outside the organization while on duty
- Maintains the confidentiality of individual and family information and sensitive organizational information except as required by the obligations of the position or law
- Performs duties as workload necessitates
- Maintains a positive and respectful attitude
- Performs care in conformance with the established standards and policies of Ashley House
- Demonstrates knowledge of standards of care.
- Supports philosophy, objectives and goals of the Ashley House
- Respects the dignity and confidentiality of individuals, families and coworkers
- Demonstrates sensitivity in dealing with medically fragile individuals and their families



JOB DESCRIPTION

- Demonstrates flexibility and adaptability to work with the team members including the multidisciplinary team
- Establishes and maintains a therapeutic atmosphere for the individuals and works cohesively with other staff members
- Respect Ashley House property by preventing waste, damage or neglect

Summary of Responsibilities

The CNA is responsible for giving personal care, following behavior plans, providing household services, and participating in identified individual care activities under the supervision of a licensed nurse. He or she understands the philosophy, purpose, policies and objectives, and standards of Ashley House and provides care in conformance with these established standards and policies.

Specific Responsibilities

Delivery of Direct Individual Care

- Considers physical, psychological, social/cultural and spiritual dimensions of individuals we serve
- Supports individuals in adjusting to illness by preparing them for treatment, both physically and psychologically
- Instructs individuals in self-care within the limits of their illness as appropriate
- Manifests an interest in the individual's total welfare
- Observes each individual in relation to already identified problems and new problems
- Reports changes in the individual's condition to the nurse as appropriate
- Implements plans of care for individuals we serve, including behavior plans
- Carries out clinical and technical aspects of care in accordance with established policies and procedures
- Responsible, as delegated, to take vital signs and weight
- Responsible for accurate and timely charting using accepted abbreviations and terminology
- Completes all documentation forms including CNA flow sheet, VS sheet, I&O sheet

Personal Care Duties

- Completes hygiene care as outlined in individual's care plan
- Performs certain identified procedures as appropriate
- Monitors for skin breakdown and applies over-the-counter lotions and ointments as directed by nurse
- Implements measures to prevent skin breakdown, i.e. under the direction of and/or assistance of the licensed nurse reposition individual every two hours, change pulse ox probes
- Performs dressing changes as appropriate under supervision of licensed nurse
- Re-applies (not initiates) binders or ace bandages
- Measures intake and output



JOB DESCRIPTION

- Participates in facilitation of lab tests such as collection of urine, stool and sputum as directed by the licensed nurse
- Assists with ambulation, safe transfers and exercise under the direction of the nurse or physical therapist
- Participates in assisting active or performing passive range of motion
- Applies hand, foot or leg splints as directed by the licensed nurse
- Assists individual in the use of walker, cane or artificial appliances
- Safely transfers into and out of wheelchairs, recliners, bed/cradle, prone stander, etc.
- Maintains a clean and healthful environment for the individual and the family
- Assists individual and family to develop an interest in and knowledge of a clean environment
- Changes bed linens and draw sheets as needed and sanitizes the surface of the bed per protocol
- Stocks supplies at the bedside and participates in maintaining inventory and re-arranging stock as directed
- Participates in household cleaning per protocol
- Participates in cleaning, drying, folding and putting away laundry per protocol
- Attends to the nutritional needs of the individual, including knowledge of the principles of good nutrition and direct meal preparation as well as assisting with feeding individuals who may be fed orally
- Provides care and demonstrates skills comparable to peer with similar training and experience functioning under similar circumstances
- Demonstrates knowledge of and the ability to implement emergency procedures, such as C.P.R. in the event of cardiopulmonary arrest under the direction of the licensed nurse
- Demonstrates knowledge of and follows infection control policies and procedures

Transportation

- Must be willing and able to transport individuals to appointments or outings as directed and follow Ashley House protocol for safe driving

Communication

- Participates in staff meetings and in-services
- Consults with Clinical Manager, Clinical Trainer, Licensed Nurse, or peers when knowledge base in a given area needs to be expanded
- Requests literature, in-service or orientation on a given topic
- Reads communication book
- Demonstrates accountability with regard to equipment and supplies

Staff Education

- Acts as a resource person and a role model for other staff members
- Assists with orientation of new employees
- Participates in peer and self-evaluation process as requested



JOB DESCRIPTION

- Assists with orientation and learning process of student nurses, student nursing assistants and other medical care-giving programs as directed
- Perform other duties as assigned

Language Skills

Ability to read, analyze, and interpret information found in the communication book and individual charts. Must be able to communicate with individuals, individual's family members and other employees verbally or in writing. Must be proficient in English.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally required to stand; walk; sit; squat; push wheelchairs and strollers; use hands to finger, handle, or feel objects; use household items such as vacuum cleaner, carpet cleaner, broom; reach with hands and arms; climb stairs; balance; stoop, kneel, crouch or crawl; talk or hear; taste or smell. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. The employee is required to operate a motor vehicle.

Work Environment

Work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The majority of the employee's job duties are performed indoors in a medical environment in a residential setting. The employee will be exposed to prevalent weather conditions when leaving or entering the buildings; or en route to one of the homes. In some circumstances, the employee may be required to perform some job duties outside, in medical settings, and in the presence of non-employees, such as individuals, families and state officials. There is a possibility of exposure to disease and contagions that could cause a cold, flu and other illnesses. The noise level in the work environment is usually moderate. May encounter physical aggression from some of the individuals we serve.



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General Sign Off

This job description in no way states or implies that these are the only duties to be performed by the employee. He or she will be required to follow any other instructions and to perform any other duties requested by his or her supervisor. I have read and understand this job description.

Signature: _____ Date: _____