



Job Title: Nursing Assistant	FLSA Status: Non-Exempt
Job Code: E0316	Reports To: Nursing Management
Service Area: Nursing Services	

Position Summary

A Nursing Assistant is accountable for basic resident care under the direction of nursing staff.

General Purpose

The general purpose of the Nursing Assistant position is to perform direct resident care duties under the supervision of licensed nursing personnel, while maintaining a positive physical and psychosocial environment for the residents.

Role Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills, and abilities necessary to perform the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Position Responsibilities

Specific responsibilities of the position include, but are not limited to, the following:

- Assists residents with activities associated with daily living, including bathing, dressing, grooming, toileting, changing bed linens, collecting specimens, applying dressings, walking and/or other exercise routines, and repositioning bedridden individuals, alone or with assistance.
- Assures physical comfort, mental well-being, and treats every resident with respect and dignity.
- Prepares residents for meals and snacks and assists with distributing food trays.
- Feeds residents based on need and disability using accepted standards of practice.
- Observes residents' conditions by measuring and recording food and liquid intake and output and vital signs, and documents and reports changes to professional staff.
- Assists in the admission, transfer, and discharge of residents.
- Reviews residents' care assignments and provides nursing care as stated in the resident plan of care under the direction of a licensed nurse.
- Maintains and promotes relationships with residents, visitors, other staff members, and government regulators by presenting a professional appearance and positive attitude.
- Understands, complies with, and promotes all rules regarding residents' rights and confidentiality.
- Attends and participates in orientation, training efforts, educational activities, in-service functions, and staff meetings.
- Assists in resident recognition programs, as needed.
- Understands and follows safety and sanitation rules, practices safety in provision of services, and promptly reports any hazards or violations to a supervisor.
- Performs additional functions or duties, as assigned by the supervisor.

Essential Knowledge, Skills and Ability

Education/Certifications/Experience

- **EDUCATION:** High school diploma, GED, or verification of active pursuit of a GED is required.
- **CERTIFICATION:** Nursing Assistant certification is required after working 120 days. Additionally, a Nursing Assistant must be in good standing with the State.
- **EXPERIENCE:** Sufficient education in order to perform daily tasks with an understanding of the duties involved.

Knowledge

- **CUSTOMER AND PERSONAL SERVICE:** Knowledge of principles and processes for providing excellent customer and personal services. This includes meeting the quality standards for services and providing resident satisfaction.
- **ENGLISH LANGUAGE:** Must have the ability to read, write, and follow oral and written directions at a level necessary to accomplish the job.
- **PSYCHOLOGY:** Recognizing and being sensitive to residents' individual differences in ability, personality, interests, and state-of-mind.



- **SAFETY AND SECURITY:** Knowledge of relevant equipment, policies, procedures, and strategies to promote effective local, state, or national security operations for the protection of staff and residents, data, and the Facility as a whole.

Skills/Ability

- **ACTIVE LISTENING:** Ability to give full attention to what others are saying. Taking time to understand the points being made, and asking questions, if appropriate. Ability to hear and respond to resident call bells.
- **COMMUNICATION:** Ability to communicate effectively across the organization. Includes the ability to read and interpret documents such as safety rules and procedure manuals and the aptitude to write routine reports and correspondence. Ability to speak effectively and be understood by others.
- **PROBLEM SENSITIVITY:** Ability to recognize when there is, or could be, a problem and taking the initiative to report issues to the nursing staff on duty.
- **ORGANIZING, PLANNING & PRIORITIZING WORK:** Ability to develop plans in order to organize, set priorities, and accomplish daily duties.
- **TEAMWORK:** Ability to work well with supervisors and peers to achieve goals. Readily gives and receives help and values the contribution of teammates.
- **ATTENTION TO DETAIL:** Being careful and thorough in completing work-related tasks.
- **STATIC STRENGTH:** Ability to exert repetitive muscle force to lift, push, pull, or carry residents or other objects.
- **NEAR VISION:** Ability to see details at a close range.
- **EMOTIONAL STABILITY:** Ability to cope with the stresses of the environment.
- **DEPENDABILITY:** Reliable, responsible, and dependable, while fulfilling obligations. Must be capable of maintaining regular attendance.
- **INTEGRITY:** Ability to be an honest and ethical employee while exercising both patience and tact and complying with the Facility's policies and procedures.
- **TECHNICAL:** Ability to understand basic equipment function and operation such as lifting equipment, oxygen usage, and other medical equipment.

Valued Skills, Interests, and Experience *(not required)*

- Employee should possess a genuine sensitivity towards the needs and feelings of others and have the ability to deal with a variety of personalities.

Reporting to this Position

No direct reports.

Position Hours and Travel

- The Facility is required to employ Nursing Assistants 24 hours per day, 7 days per week. Shifts may vary based on the needs of the Facility.
- Overtime hours, with little or no notice, may be required, if deemed necessary by the reporting supervisor.
- Although unlikely, local and out-of-town travel may be required for training purposes. Average travel expectation is less than 1%.

Compliance Program

Our Facility is committed to compliance with program requirements and ensuring that employees understand the value the Facility places on its compliance program. All relevant personnel will participate in compliance education and training programs of the Facility. Employees will be required to have a minimum number of educational hours per year, as appropriate, as part of their employment responsibilities. Participation in training programs is a condition of continued employment. These training requirements will be a factor in each employee's annual evaluation.

Physical Demands and Work Environment

The physical demands and 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.

- *Physical Demands:* While performing the duties of this job, the employee is required to walk, reach, climb, bend, stoop, lift, grasp, balance, push, and pull residents. The employee must be able to lift, push, and/or move up to 75 pounds, with or without assistance. Specific vision abilities required by the job include close vision, distance vision, color vision,



peripheral vision, depth perception, and the ability to adjust focus. Additionally, employees must have the ability to hear and respond, distinguish smells, tastes, and temperatures.

- *Work Environment:* While performing the duties of this job, the employee may be exposed to hazardous chemicals, infectious waste, blood and body fluid, diseases, and conditions prevalent at the time. Employees may also be subject to emotionally distraught residents, family members, visitors, and personnel. The noise level in the work environment is typically minimal to moderate.

Health Insurance Portability and Accountability Act (HIPAA)

The Health Insurance Portability and Accountability Act (HIPAA), signed into federal law in 1996, set national standards regarding security and privacy of a person's health information.

Our Facility is committed to protecting the privacy, security, and integrity of individually identifiable health information received from or, on the behalf of, our employees. Our Facility adheres to the highest standards in integrity in the performance of its business and is prepared to maintain compliance with HIPAA and other regulatory requirements by adopting and adjusting policies and processes as necessary.

Employees will hold confidential any proprietary information including all resident records, medical documentation and third party insurance information. All resident medical records shall be treated as confidential so as to comply with all applicable laws regarding the confidentiality of resident records, including, without limitation, the privacy and security standards promulgated under the Health Insurance Portability and Accountability Act of 1996 ("HIPAA"). Employees do not divulge, disclose or communicate to any person or entity (other than as required by law), information affecting or relating to residents or employees.

General Sign-Off

The employee is expected to adhere to all Facility policies and procedures.

I understand this job description and its requirements. I understand that I am expected to complete all duties as assigned and aware that my job functions may be altered from time-to-time.

I have noted below any accommodations that are required to enable me to perform these duties, including any job responsibilities or functions that I am unable to perform, with or without accommodation.

Employee's signature: _____ **Date:** _____

Facility Representative's signature: _____ **Date:** _____



FOR HR SERVICES PURPOSES ONLY

LAST REVISED: 4/9/08

REPLACES: 01/01/01