



Name: _____ Date of Hire: _____

Department Assigned: _____ Supervisor: _____

Shift Assigned: _____ Duty Hours: _____

Job Description for Nursing Assistants (C.N.A)

Company Information

Organization Name: Louisville Care Center

Website: www.louisvillegcarecenter.com

FLSA Status: Non-exempt

Prepared Date: 11-14-2023

Effective Date: 01-01-2024

Hiring Manager Job Title: Director of Nursing

Job Level: Individual Contributor

Employment Status: Full Time, Part Time and Casual

Primary Location: Louisville, NE

Job Summary

Provide or assist with basic care or support under the direction of onsite licensed nursing staff. Perform duties such as monitoring of health status, feeding, bathing, dressing, grooming, toileting, or ambulation of patients in a health or nursing facility. May include medication administration and other health-related tasks. Includes nursing care attendants, nursing aides, and nursing attendants.

Education and Experience

High School Diploma - or the equivalent (for example, GED)

Post-Secondary Certificate - awarded for training completed after high school (for example, in agriculture or natural resources, computer services, personal or culinary services, engineering technologies, healthcare, construction trades, mechanic and repair technologies, or precision production)

Some College Courses

Knowledge

Customer and Personal Service - Knowledge of principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.

Administration and Management - Knowledge of business and management principles involved in strategic planning, resource allocation, human resources modeling, leadership technique, production methods, and coordination of people and resources.

English Language - Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.

Public Safety and Security - Knowledge of relevant equipment, policies, procedures, and strategies to promote effective local, state, or national security operations for the protection of people, data, property, and institutions.

Medicine and Dentistry - Knowledge of the information and techniques needed to diagnose and treat human injuries, diseases, and deformities. This includes symptoms, treatment alternatives, drug properties and interactions, and preventive health-care measures.

Education and Training - Knowledge of principles and methods for curriculum and training design, teaching and instruction for individuals and groups, and the measurement of training effects.

Therapy and Counseling - Knowledge of principles, methods, and procedures for diagnosis, treatment, and rehabilitation of physical and mental dysfunctions, and for career counseling and guidance.

Skills

Basic Skills

- **Active Learning**- Understanding the implications of new information for both current and future problem-solving and decision-making.
- **Active Listening**- Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.
- **Critical Thinking**- Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems.
- **Learning Strategies**- Selecting and using training/instructional methods and procedures appropriate for the situation when learning or teaching new things.
- **Mathematics**- Using mathematics to solve problems.
- **Monitoring**- Monitoring/Assessing performance of yourself, other individuals, or organizations to make improvements or take corrective action.
- **Reading Comprehension**- Understanding written sentences and paragraphs in work-related documents.
- **Science**- Using scientific rules and methods to solve problems.
- **Speaking**- Talking to others to convey information effectively.
- **Writing**- Communicating effectively in writing as appropriate for the needs of the audience.

Social Skills

- **Coordination**- Adjusting actions in relation to others' actions.
- **Instructing**- Teaching others how to do something.
- **Negotiation**- Bringing others together and trying to reconcile differences.
- **Persuasion**- Persuading others to change their minds or behavior.
- **Service Orientation**- Actively looking for ways to help people.
- **Social Perceptiveness**- Being aware of others' reactions and understanding why they react as they do.

Complex Problem Solving Skills

- **Complex Problem Solving**- Identifying complex problems and reviewing related information to develop and evaluate options and implement solutions.

Technical Skills

- **Equipment Maintenance**- Performing routine maintenance on equipment and determining when and what kind of maintenance is needed.

- **Equipment Selection-** Determining the kind of tools and equipment needed to do a job.
- **Installation-** Installing equipment, machines, wiring, or programs to meet specifications.
- **Operation and Control-** Controlling operations of equipment or systems.
- **Operations Analysis-** Analyzing needs and product requirements to create a design.
- **Operations Monitoring-** Watching gauges, dials, or other indicators to make sure a machine is working properly.
- **Programming-** Writing computer programs for various purposes.
- **Quality Control Analysis-** Conducting tests and inspections of products, services, or processes to evaluate quality or performance.
- **Repairing-** Repairing machines or systems using the needed tools.
- **Technology Design-** Generating or adapting equipment and technology to serve user needs.
- **Troubleshooting-** Determining causes of operating errors and deciding what to do about it.

Systems Skills

- **Judgment and Decision Making-** Considering the relative costs and benefits of potential actions to choose the most appropriate one.
- **Systems Analysis-** Determining how a system should work and how changes in conditions, operations, and the environment will affect outcomes.
- **Systems Evaluation-** Identifying measures or indicators of system performance and the actions needed to improve or correct performance, relative to the goals of the system.

Resource Management Skills

- **Management of Financial Resources-** Determining how money will be spent to get the work done, and accounting for these expenditures.
- **Management of Material Resources-** Obtaining and seeing to the appropriate use of equipment, facilities, and materials needed to do certain work.
- **Management of Personnel Resources-** Motivating, developing, and directing people as they work, identifying the best people for the job.
- **Time Management-** Managing one's own time and the time of others.

Work Context

Communication - Types and frequency of interactions with other people that are required as part of this job.

Role Relationships - Importance of different types of interactions with others both inside and outside the organization

Responsibility for Others - Amount of responsibility the worker has for other workers as a part of this job

Conflictual Contact - Amount of conflict that the worker will encounter as part of this job

Work Setting - Description of physical surroundings that the worker will face as part of this job

Environmental Conditions - Description of extreme environmental conditions the worker will be placed in as part of this job

Job Hazards - Descriptions of types of hazardous conditions the worker could be exposed to as part of this job. This includes the frequency of exposure, and the likelihood and degree of injury if exposed.

Body Positioning - Amount of time the worker will spend in a variety of physical positions on this job

Work Attire - Dress requirements of this job

Impact of Decisions - The frequency and nature of the impact of worker's decisions on the organization

Routine versus Challenging Work - The relative amounts of routine versus challenging work the worker will perform as part of this job

Competition - Amount of competition that the worker will face as part of this job

Pace and Scheduling - Description of the role that time plays in the way the worker performs the tasks required by this job

Primary Job Duties

- Prepare or serve food trays.
- Answer patient call signals, signal lights, bells, or intercom systems to determine patients' needs.
- Assist nurses or physicians in the operation of medical equipment or provision of patient care.
- Change bed linens or make beds.
- Clean and sanitize patient rooms, bathrooms, examination rooms, or other patient areas.
- Collect specimens, such as urine, feces, or sputum.
- Communicate with patients to ascertain feelings or need for assistance or social and emotional support.
- Document or otherwise report observations of patient behavior, complaints, or physical symptoms to nurses.
- Feed patients or assist patients to eat or drink.
- Gather information from caregivers, nurses, or physicians about patient condition, treatment plans, or appropriate activities.
- Measure and record food and liquid intake or urinary and fecal output, reporting changes to medical or nursing staff.
- Observe or examine patients to detect symptoms that may require medical attention, such as bruises, open wounds, or blood in urine.
- Provide physical support to assist patients to perform daily living activities, such as getting out of bed, bathing, dressing, using the toilet, standing, walking, or exercising.
- Record height or weight of patients.
- Record vital signs, such as temperature, blood pressure, pulse, or respiration rate, as directed by medical or nursing staff.
- Remind patients to take medications or nutritional supplements.
- Restock patient rooms with personal hygiene items, such as towels, washcloths, soap, or toilet paper.
- Review patients' dietary restrictions, food allergies, and preferences to ensure patient receives appropriate diet.
- Supply, collect, or empty bedpans.
- Transport patients to treatment units, testing units, operating rooms, or other areas, using wheelchairs, stretchers, or moveable beds.
- Turn or reposition bedridden patients.
- Undress, wash, and dress patients who are unable to do so for themselves.
- Wash, groom, shave, or drape patients to prepare them for surgery, treatment, or examination.
- Exercise patients who are comatose, paralyzed, or have restricted mobility.
- Lift or assist others to lift patients to move them on or off beds, examination tables, surgical tables, or stretchers.
- Provide information, such as directions, visiting hours, or patient status information to visitors or callers.

Activities

Speaking - Talking to others to convey information effectively.

Social Perceptiveness - Being aware of others' reactions and understanding why they react as they do.

Service Orientation - Actively looking for ways to help people.

Reading Comprehension - Understanding written sentences and paragraphs in work-related documents.

Monitoring - Monitoring/Assessing performance of yourself, other individuals, or organizations to make improvements or take corrective action.

Critical Thinking - Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems.

Coordination - Adjusting actions in relation to others' actions.

Active Listening - Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.

Tools and Technology

- Desktop computers
- Multi-line telephone systems
- Medical record charting software

Note

This job description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments. All duties and responsibilities are essential functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbents will possess the skills, aptitudes, and abilities to perform each duty proficiently. Some requirements may exclude individuals who pose a direct threat or significant risk to the health or safety of themselves or others. The requirements listed in this document are the minimum levels of knowledge, skills, or abilities. This document does not create an employment contract, implied or otherwise, other than an "at will" relationship.

Reviewed with employee by

Signature: _____ **Name (print):** _____

Title: _____ **Date:** _____

Received and accepted by

Signature: _____ **Name (print):** _____

Title: _____ **Date:** _____

The company is an Equal Opportunity Employer, drug free workplace, and complies with ADA regulations as applicable.