



Certified Nursing Assistant

Vision Statement

In the spirit of St Francis of Assisi we commit to provide quality health and wellness services as we respond to changing needs.

Mission Statement

We, the Stonehill Franciscan Services community, in the spirit of St Francis of Assisi, offer a continuum of quality lifetime care services in a dignified atmosphere.

Our Core Values include:

Compassion (the heart of our daily life)

- We generously offer empathy, comfort, and encouragement with gentleness in an atmosphere of Christian love.

Hospitality (the spirit of our daily life)

- We warmly and graciously welcome all with kindness

Stewardship (the mind of our daily life)

- We are responsible for the resources entrusted to us
 - Financial – We will manage with integrity and fiscal responsibility
 - Human – We will recognize the personal gifts and talents of all
 - Environmental – we will be good stewards of our internal and external surroundings

Reverence (the soul of our daily life)

- We treat every person with dignity and respect, recognizing that all share in God's gift of life.

JOB DESCRIPTION

Job Summary: Assists the residents with daily living and care activities such as bathing, dressing, eating, ambulating, and toileting in accordance with the established standards and procedures of the Stonehill. Provides maintenance and restorative care services to the residents as scheduled such as special hygiene, bed turnings, eliminations, and equipment servicing such as catheters and wheel chairs. Maintains related daily care and activity records on each resident assigned.

Job Title: CNA
Department: Nursing
Reports To: Director of Nursing
Updated: 09/20

JOB TASKS AND RESPONSIBILITIES

May include any and/or all of the following:

1. Provides daily bathing and personal hygiene assistance as required and scheduled to each resident including personal grooming, tub baths or showers, oral care, nail trimming and shampoos;
2. Assists residents in getting up in the morning and dressing activities. Help residents change clothing when needed and get ready for bed in the evening;
3. Assures that residents are in proper position in bed and are turned and help lie down as needed. Adjusts bed rails as needed and complete safety checks before exiting room;
4. Applies lotions, back rubs and powders as needed;
5. Assists residents with eating at meal times and with related ambulation or mealtime set up and distribute snack as needed;
6. Assures that residents have fresh water;
7. Utilize a pager during their shift to ensure that call lights are answered in proper order;
8. Complete assigned purposeful rounds on residents;
9. Answers call lights promptly and reports any unusual events or behavior, which may require further nursing care response; observes and reports and changed in resident's condition;
10. Provides range of motion exercises to assigned residents as scheduled, document services provided and assists in the evaluation of each resident's progress;
11. Maintains equipment and supplies needed for patient care and rehabilitative treatment such as braces, splints, canes, walkers, wheel chairs and adaptive utensils;
12. Handles assigned charting responsibilities on residents so that records are current and accurate;
13. Provides personal communication, emotional and spiritual support to each resident under care;
14. Attends and participates in designated staff and floor meetings;
15. Engages in appropriate on-going training and education;
16. Maintains current knowledge on all applicable resident care policies and procedures;
17. Works wherever required to meet resident care needs;
18. Other duties as assigned.

KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS

- Must complete 75 hour Geriatric Nurse Aide Course;
- Must be well organized and have an abiding concern for the welfare of others;
- Effective communication and interpersonal skills are needed for this position;
- Must have mechanical skills necessary to use and adjust nursing care equipment used with residents;
- Previous experience caring for to others, particularly older adults are desired;
- Must have an adequate working knowledge of nursing care standards and procedures as practiced at Stonehill;
- Must be able to respect the privacy and confidentiality of any information accessed necessary to perform job requirements;
- Must also ascribe to the values in the Franciscan inspired mission and vision statements.

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MINIMUM QUALIFICATIONS

Education and experience equivalent to:

Position requires a High School diploma C.N.A. certification. Must complete mandatory yearly in-service training. Completion of an approved health care courses as assigned by Stonehill.

PHYSICAL REQUIREMENTS/WORKING CONDITIONS

- Problem Sensitivity - The ability to tell when something is wrong or is likely to go wrong. It does not involve solving the problem, only recognizing there is a problem;
- Information Ordering - The ability to arrange things or actions in a certain order or pattern according to a specific rule or set of rules (e.g., patterns of numbers, letters, words, pictures, mathematical operations);
- Manual Dexterity - The ability to quickly move your hand, your hand together with your arm, or your two hands to grasp, manipulate, or assemble objects;
- Multilimb Coordination - The ability to coordinate two or more limbs (for example, two arms, two legs, or one leg and one arm) while sitting, standing, or lying down. It does not involve performing the activities while the whole body is in motion;
- Near Vision - The ability to see details at close range (within a few feet of the observer);
- Arm-Hand Steadiness - The ability to keep your hand and arm steady while moving your arm or while holding your arm and hand in one position;
- Requires a considerable amount of physical activity including standing, walking, climbing, reaching, squatting, kneeling, bending, sitting, carrying, pushing, pulling, gripping, torqueing, reclining, and twisting;
- Lifting up to 35 pounds is required;
- Requires standing most of the time to perform work responsibilities with regular walking between locations;
- Work is performed indoors in a thermostatically-controlled office environment; will be exposed to outside weather conditions with occasional high heat and seasonal temperatures and weather conditions;
- Personal protective equipment such as safety glasses and gloves are required for some activities as well as for disposal of used needles and materials soiled from body fluids;
- Usually works in a soft to moderate noise level environment;
- Close space while working with others.

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