

**POSITION
DESCRIPTION**

POSITION TITLE	C.N.A.
SUMMARY	Provide service, assistance, support and supervision to residents.
SUPERVISOR	Director of Nursing
ESSENTIAL JOB RESPONSIBILITIES	<ol style="list-style-type: none">1. Follow the assistance plan in providing services to residents.2. Assist in the development and updating of each resident's assistance plan.3. Do personal laundry for residents if requested on the assistance plan.4. Strip and make residents' beds weekly; launder residents' linen and towels, fold and return to residents.5. Assist in preparing meals, serving meals and bussing tables during mealtimes.6. Clean residents' apartments on assigned days and as outlined in the assistance plan.7. Encourage socialization among residents.8. Assist with the activity program; conduct activities as directed by the Activity Coordinator or assigned by supervisor.9. Encourage and/or remind residents to participate in activities. Promote activities enthusiastically to pique residents' interest.10. Chaperone activities outside the facility when asked.11. Monitor residents' health, safety and well-being.12. Document information pertaining to changes in residents' functional status, personal needs, appointments, etc.13. Assist in keeping the environment safe for residents.14. Provide one-on-one support/visitation to assigned residents on a weekly basis or as requested by supervisor or as specified in the assistance plan or daily communication log.15. Report concerns about residents to supervisor and coworkers.16. Respond to resident emergencies, provide first-aid assistance and arrange for appropriate medical attention/follow-up.17. Provide transportation services, using the company vehicle.18. Identify supplies needed to perform tasks and report needs to supervisor.19. Maintain an accurate record of chargeable services (transportation, cleaning, personal laundry, guest meals, guest room use, etc.). Submit record to supervisor by the designated date each month.

DIRIGO PINES

20. Practice safety in working around and with equipment, chemicals, tools and utensils.
21. Carry out other duties as assigned by supervisor.

WORKING BEHAVIORS

1. Adhere to and carry out all policies and procedures.
2. Report on-the-job injuries to the supervisor before the end of the work shift on the day the injury occurs.
3. Establish and maintain constructive working relationships with coworkers, residents, families and visitors.
4. Maintain confidentiality of verbal and written information pertaining to residents, facility operations and personnel.
5. Promote *DIRIGO PINES* in a positive way.
6. Promote teamwork in providing services to residents.

KNOWLEDGE EXPECTATIONS

1. OSHA-MSDS sheets and procedures
2. Fire and safety procedures
3. Food-handling regulations
4. Operation of kitchen appliances (dishwasher, garbage disposal, microwave, coffee maker, ice machine), office equipment (photocopier, telephone) and household appliances (vacuum cleaner, carpet shampoo machine)

WORKING CONDITIONS

1. Heated/ Air-conditioned, well-lit facility with minimal barriers
2. Weekend work on a rotation basis
3. On call on a rotation schedule
4. Lifting, pushing or pulling up to 30 lbs., using proper body mechanics and/or available equipment
5. Bending or kneeling for up to 15 consecutive minutes to perform cleaning tasks
6. Working 3-3.75 hours standing, walking and moving about without the need to sit down
7. Working with cleaning chemicals

QUALIFICATIONS

1. Skills in nurturing and organizing similar to those in a domestic household
2. Experience or interest in working with older adults
3. Maturity, friendliness and enjoyment in working with people
4. High school diploma or GED, with reading, comprehension and writing ability at 12th-grade level or higher
5. Clean driving record (verified by MVR) and willingness to drive company vehicle to transport residents

DIRIGO PINES

STANDARDS

1. Residents always come first, and their needs will be met unless there is a conflict with the needs of other or the organization as a whole.
2. Employees will not work under the influence of mood-altering or illegal drugs or alcohol.
3. Neat appearance, adherence to the dress code and good personal hygiene are expected.

I have read and understand the responsibilities of this position. I possess the qualifications indicated and am able to carry out the identified responsibilities with or without reasonable accommodation. I understand that the first three months of employment are probationary. Furthermore, I understand that during this probationary period employment may be terminated at will by either party.

Employee's Signature

Date

DIRIGO PINES is an equal opportunity employer.

Approval date _____	Review date _____	Review date _____
Review date _____	Review date _____	Review date _____
Review date _____	Review date _____	Review date _____
Review date _____	Review date _____	Review date _____