



Certified Nursing Assistant
Job Description

A certified nursing assistant renders direct patient care including activities of daily living, maintaining safety and assessing client changes. This position answers directly to the Director of Clinical Services at Southern Healthcare Agency, Inc.

Requirements:

- High school education or equivalent – diploma or GED must be kept in personnel file (Medicaid only)
- Certification from an accredited Nursing Assistant Training course
- Personal qualifications:
 - Loyal
 - Cooperative
 - Maintain an acceptable degree of respect and obedience for supervisors and superiors
 - Tactful at all times, even when someone else is behaving inappropriately
 - Honest
 - Trustworthy
 - Prompt and dependable in reporting to duty and in performing assigned duties
 - Courteous and pleasant in mannerisms
 - Neat in appearance
 - Capable of working well with others and under the direction of supervisors and superiors
 - Able to follow directions and instructions intelligently and accurately without reluctance

Duties:

- Does not administer medications or intravenous fluids; however, does obtain non-invasive body fluid specimens
- Encourage clients to be active, to participate in recreational therapy activities of daily living
- May accompany the individual into the community but cannot compromise the entirety of the service period.
- Foster self-respect and self-esteem in clients
- Assist with personal care and treatments as instructed
- Keep environment safe for clients / patients / other workers
- Observe clients carefully and report changes in conditions or other important information to the Director of Clinical Services
- Follow established rules and regulations of Southern Healthcare Agency, Inc
- Complete all necessary paperwork during a shift
- Assist with feeding when necessary (Unless client has feeding tube)
- Provide personal hygiene to clients / patients when necessary:
 - Mouth hygiene - after every meal when necessary
 - Bath care
 - Assist with clothing
 - Observe and report the presence of any reddened skin areas or breakdown to the Director of Clinical Services
- Responsible for client's / patient's immediate environment:
 - Make bed daily
 - Tidy bedside stand, remove all unnecessary articles
 - Keep client's / patient's clothing put away
 - See that soiled clothing is laundered
 - Be observant of proper ventilation, temperature, and noise control
 - Keep client's / patient's environment neat, safe and clean

NAME: _____

SIGNATURE _____ DATE _____