



## **CERTIFIED NURSING ASSISTANT (CNA)**

**REPORTS TO:** Office Manager, R.N. supervisor, Administrator

### **Job Summary:**

- Provides health care tasks, personal hygiene services, housekeeping tasks and other related support services essential to the client's health and activities of daily living.
- Observes records and reports all changes to supervisor. All CNA's (certified nursing assistant) must demonstrate competence in performing the necessary skills and only perform those skills on the plan of care.

**Duties and Responsibilities:** Performs home management tasks including specified housekeeping duties, laundry, and medication reminder.

1. Prepares and serves simple modified diets according to instruction and assists with feeding as necessary, according to plan of service.
2. Assist with bathing, dressing and grooming, toileting, including use bedpan, commode or toilet.
3. Assist with transfers and ambulation including use of cane, walker, and wheelchair.
4. Assist with medication reminders as specified on plan of care.
5. Provides routine skin care. May assist client in applying nonprescription lotions to skin surface.
6. Measures and records vital signs, if applicable to plan of service.
7. Monitor fluid intake and output and client's weight if applicable to plan of service.
8. Assist client in performing maintenance exercise programs.
9. Care for male external catheter. Assist with the emptying of indwelling catheter care bag.
10. Assist self- direct client with use of oxygen equipment.
11. Assist a self-directing client with the changing of urinary diversion appliance or dressing when the ostomy is mature and stable under supervision of the registered nurse.
12. Complete all other duties as assigned within the scope of practice.

### **Physical Requirements and Working conditions:**

**Mental Demands:** Job involves performing tasks under the direction and supervision of a registered nurse. Work requires adherence to precise procedures and standards involving a high degree of accuracy in observing, recording and reporting data.

**Physical Demands:** Appreciable physical effort or strain. Moderately heavy activity may include lifting, constant stooping, and walking.



**Working Environment:** Continuous exposure to various disagreeable physical conditions.  
**Contacts:** Good communication skills required with client, family, and other staff members.

#### ACKNOWLEDGEMENT

I have carefully read and understand the contents of this job description. I understand the responsibilities, requirements and duties expected of me. I understand that this is not necessarily an exhaustive list of responsibilities, skills, duty requirements, efforts or working conditions associated with the job. While this list is intended to be an accurate reflection of the current job, the Admin/Clinical Director or Nurse Supervisor reserves the right to revise the function and duties of the job or to require that additional or different tasks be performed as directed by the Director. I also understand that this job description does not constitute a contract of employment or alter my status as an at-will or independent contracted employee. I have the right to terminate my employment at any time and for any reason, and the employer has a similar right.

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Employee's Signature

Date

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Nurse Administrator/Supervisor/Office Manager

Date

Revised: 8/6/2015