

PACE of Southwest Michigan

Job Summary and Specifications

Job Title: Certified Nursing Assistant
Status: Non-Exempt
Type of Position: Full Time Part-Time Temporary
Salary Range: TBD
Reports to: Center Manager and Home Care Coordinator

Job Summary: The Certified Nursing Assistant performs participant care activities and other tasks as assigned to assist the primary care, therapy, and adult day health staff. Works under the direct supervision of the Center Manager or designee but is independent in the application of nursing assistant knowledge and skills.

Specifications

Education: High school diploma or general education diploma.

Experience: Six months clinical experience as a personal care aide, nursing assistant, or emergency medical technician and one year of experience with a frail elderly population.

Number and Type of Employees Supervised (optional): Not Applicable

Licensure, Registry or Certification Required: Certified in MI as a CNA, Valid MI Driver's License with good driving record, CPR certification.

Special Training: Only acts within the scope of his or her authority to practice. Meet a standardized set of orientation and/or individual competencies for the specific position description established by PACE of Southwest Michigan and approved by CMS before working independently.

Immunizations: Be medically cleared for communicable diseases and have all immunizations up-to-date before engaging in direct participant contact.

Specific Requirements and Considerations: May be subject to exposure and handling of infectious waste, diseases, conditions or hazardous chemicals, etc., including potential exposure to TB, AIDS, and/or Hepatitis B.

Ages of Patients Rendered Care:

Neonate/Infant Early Childhood Adolescent Adult Geriatric All Age Groups

Key Responsibilities: (*denotes an age related skill or task)

- Communicates effectively with participants, families, staff, and the staff of other agencies.
- Participates in interdisciplinary team meetings.
- Works effectively in a team setting.
- Provides basic ADL nursing care to assigned participants.
- Documents treatments/procedures, observations, nursing care, and participant activities on appropriate forms and in the medical record as appropriate.
- Reporting changes in the participant's condition to the pertinent Interdisciplinary Team member (IDT).
- Demonstrates active participation in Quality Assurance processes.
- Participates in the process of teaching and learning with others.
- Abides by all established PACE of Southwest Michigan policies, rules, and regulations.
- Clean facility equipment & maintain clean facility conditions and report on participant status or family concerns to the Center Manager or Home Care Coordinator (HCC).

Skills and Knowledge

- Excellent attention to details.
- Excellent organizational skills.
- Excellent verbal and written communication skills.
- Ability to work a flexible work schedule.
- Knowledge of physical, mental and social needs of frail older adults.
- Effective skills in physical assessment and chronic disease management for frail older adults.
- Able to work within the Interdisciplinary Team (IDT) setting.
- Able to utilize basic computer skills in the workplace.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk and hear. The employee frequently is required to sit and use hands and fingers, handle or feel objects, tools or controls. The employee is occasionally required to stand and walk. The employee must be able to travel in all kinds of weather.

While performing the duties of this job, the employee is required to frequently move up to 50 pounds and perform physical demands expected while providing medical care for an elderly population. Specific vision abilities required by this job include close vision, distance vision and the ability to focus.

Every effort has been made to identify the essential functions of this position. However, this in no way states or implies that these are the only duties you will be required to perform. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or is an essential function of the position.