

Happy Valley Day Facility

Certified Nursing Assistant (CNA) Job Description

Job Title:	CNA
Supervised by:	Lucretius D. Stephens/ Director
Job Summary:	To work in partnership with staff participants families and or caregivers in order to help the individual to live healthy and independent lives while respecting their rights and dignity.
Work Schedule:	Monday-Friday 9:00AM to 4:00PM
Wages for this position:	To be determined
Total Hours Weekly:	Varies
Benefits:	To be determined

Qualifications:

- 18 years or older
- Must have a high school diploma or General Education Development (GED)
- Must have at least 6 months experience working with developmental disabled and mentally retarded individuals.
- CPR/First Aid
- Health Examination with a signed statement from physician or nurse practitioner.
- Criminal Records Check (NCIC)
- TB test clearance
- Provide any licenses, certification and training documents.
- Meet transportation requirements if transporting participant. (MVR past 7 years, Class C license).

Duties/Responsibilities:

- Works under the direction of a registered nurse
- Must provide services supports care and treatment to individuals as required
- Monitor and take blood pressure, pulse, sugar, temperature etc.
- Assist in administering medication
- Relaying and charting requested information.
- Complete all paperwork in a timely fashion
- Help individual in activities of their choice
- Teach participants work and life-related skills
- Must complete chart review quarterly
- Record progress on skill development and achievement
- Focus on the overall care of participants
- Drive personal and/or agency vehicle to transport participants to their community outing

Competency:

- Must be able to perform job duties with knowledge skill and experience needed to service and support Developmental Disable (DD) and Mentally Retarded (MR) participants.
- Suitable to handle all aspects of adult day care and Developmental Disable (DD) Mentally Retarded (MR) individuals.

Working Conditions:

- The employee will work in the agency but may need to provide services in other settings such as community outings, social activities, stores, church etc.

Reliability:

- If the employee is going to be late or absent, a phone call is expected with notice. The employee is expected to use time wisely so the service is done in allotted time.

End of Service:

- The employee agrees to give at least a two-week notice prior to resigning from this position

This job description is subject to review or revision on an annual basis or when a change in job duties is required.

I have received a copy of the job description for my records
I have read the entire job description and understand my responsibilities.
I understand that this constitutes an agreement between *Happy Valley Day Facility* and myself, and does not guarantee employment.

Signature of Employee

Date

Signature of Employer

Date