



Winnebago County

*The Wave of the Future*

## JOB POSTING

**POSITION TITLE:** Certified Nursing Assistant

**LOCATION:** Park View Health Center

**HIRING RANGE:** \$18.32 - \$20.36/Hr. +Shift Differential for PM and Night shift

**STATUS:** FT & PT AM, PM and Nights

**APPLICATION DEADLINE:** Recruitment is ongoing

Current Winnebago County employees interested in applying for this position will need to complete the Winnebago County Application for [Departmental Transfer/Position Change](#) form. Other parties interested in applying for this position will need to complete the [Winnebago County Application for Employment](#).

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## WINNEBAGO COUNTY POSITION DESCRIPTION

*September 2017*

**POSITION TITLE:** CERTIFIED NURSING ASSISTANT

**DEPARTMENT:** Park View Health Center

**PAY BASIS:** Hourly

### **PURPOSE AND SUMMARY:**

Certified Nursing Assistants maintain the mission of Park View Health Center by assisting residents in maintaining their highest practical physical, mental and psychological well-being by providing residents with direct care support for activities of daily living and daily care needs. Certified Nursing Assistants ensure each resident is cared for in a manner and in an environment which promotes maintenance or enhancement of their quality of life.

### **ESSENTIAL FUNCTIONS:**

1. Performs and provides competent direct care assistance to residents by applying principles of safe and effective transfer technique, ambulation technique, hygiene and physical comfort, feeding assistant technique, and assistance with elimination needs in accordance with the resident's care planned interventions and direction from the licensed nurse.
2. Responds to neighborhood resident call-lights timely. Each CNA will review the request from the resident and complete the requested task in accordance to the resident care plan.

3. Observes residents for unusual signs, symptoms, or changes in behaviors and timely report observations to the licensed nurse throughout the shift.

### **ADDITIONAL ESSENTIAL DUTIES:**

1. Obtains vitals signs including temperature, pulse, respirations and blood pressure for residents as requested. Vital signs which are out of parameters are promptly reported directly to licensed nurse.
2. Completes CNA documentation for assigned residents within the resident's electronic medical record to include but not limited to completed resident cares, meal consumption, restorative programs and behavior monitoring.
3. Demonstrates flexibility in work hours and work assignments as assigned; by maintaining ability to adapt to a changing work environment and frequent interruptions. All CNA will work every-other-weekend and recognized Holidays as assigned.
4. Prepares and offers food and snacks for residents from household kitchen in accordance with resident care planned preferences. Dining room areas will be wiped clean after each neighborhood meal and neighborhood dishes will be loaded into the neighborhood dishwashers for sanitation.
5. Completes the neighborhood tasks for resident laundry by operating the washer and dryer on the neighborhoods and completing resident personal laundry as assigned.
6. Complies with the staffing expectation for mandatory overtime in the presence of a staffing need for the following shift. Mandatory overtime for CNAs will be assessed for immediate staffing needs by the assigned RN Shift Supervisor.
7. Demonstrates a positive, professional demeanor towards Park View Health Center by accepting direction and maintaining a cooperative attitude towards assigned duties; all fellow employees; residents and their family & friends.
8. Maintains CNA knowledge by completing annual education provided by PVHC to ensure certification as a nursing assistant.
9. Performs all assigned duties in compliance with Park View Health Center and Winnebago County policies and procedures. This includes following directives provided by members of management and the supervising licensed nurse to ensure a team approach to the cares provided to the residents at Park View Health Center.
10. Performs other related duties as assigned.

### **WORK RELATIONSHIPS:**

1. Supervised by RN Shift Supervisor
2. Reports daily to Neighborhood Licensed Nurse

### **REQUIRED EDUCATION, EXPERIENCE, TRAINING, AND CERTIFICATION:**

1. High School Diploma or equivalent
2. Certified as a Nursing Assistant on the Wisconsin Registry

### **KNOWLEDGE, SKILLS, AND ABILITIES:**

1. Knowledgeable in certified nursing assistant skills such as transfer techniques, ambulation techniques, range of motion, and hygiene cares for activities of daily living.
2. Demonstrated ability to use resident assistive equipment correctly and safely including the use of mechanical lifts, bathing systems, vital machines, and assistive devices for mobility, safety, and communication.
3. Ability to provide good customer service with professionalism while maintaining courteous working relationships with residents, visitors, peers, interdisciplinary team members, management, and administration.

4. Knowledgeable in infection control standards of practice for health care including good hand washing, standard precautions, droplet precautions, contact precautions, and protective personal equipment.
5. Effective communication skills with peers and supervisors to include verbal conversations and written correspondence. Communication will be courteous and respectful to maintain good customer service to all fellow employees, visitors, family members and residents.
6. Ability to read and comprehend a resident guideline care plan in order to perform and complete individualized interventions for assigned residents in their activities of daily living, therapy goals, restorative programs, transfer techniques, toileting needs and resident preferences.
7. Knowledgeable in use of facility office equipment including multi-line telephone, nurse call-system android phones, fax machine, desk top computer and laptop, computer-on-wheels.
8. Computer skills including skills with receiving and sending emails, computer documentation, computerized educational modules, and Microsoft Office applications. Ability to learn and use new software.

**PHYSICAL REQUIREMENTS:**

1. Ability to lift and carry/push/pull up to 50 pounds on an occasional basis, and up to 25 pounds on a frequent basis.
2. Ability to stoop, kneel, bend, twist and reach (high and low) on an occasional basis.
3. Constant standing and walking for the majority of the shift with limited sitting.
4. Ability to hear conversation and speak clearly on a constant basis.
5. Ability to see both near and far and ability to distinguish between different shades and colors.