



## County of Berks POSITION DESCRIPTION FORM

<b>Position Title:</b>	<b>Nursing Assistant - CNA</b>		
<b>Department:</b>	Berks Heim	<b>Reports To: (Title)</b>	Charge Nurse
<b>Effective Date:</b>	June 1998	<b>Revision Dates:</b>	April 2008 April 24, 2020
<b>Wage Category:</b>	<input type="checkbox"/> <b>Exempt</b>	<input checked="" type="checkbox"/> <b>Non-Exempt</b>	
<b>EEO-1 Category:</b>	Paraprofessionals	<b>Union Classification:</b>	UFCW

### POSITION SUMMARY:

The Nursing Assistant provides resident care under the direction of the Charge Nurse and assists the nursing team in maintaining the nursing and resident units.

Nursing Assistants provide for the physical care and psychosocial needs of the residents. The Nursing Assistant treats residents with respect, maintains resident confidentiality and utilizes standard precautions at all times while carrying out assigned duties.

### POSITION RESPONSIBILITIES:

#### **Essential Functions**

1. Provides personal care such as baths, showers, oral hygiene, hair care, skin care, nail care, monitoring intake and output, toileting, etc.
2. Assists in serving and feeding residents.
3. Assists with restorative nursing procedures: range of motion, transferring, positioning, etc.
4. Assists the resident to the bathroom as necessary.
5. Answers call lights promptly and provides or obtains the necessary care.
6. Observes and reports unusual symptoms, changes, accidents, injuries and unusual behavior to the Charge Nurse.
7. Applies and releases ordered restraints in a safe manner.
8. Assists in moving, supporting, and transporting residents. Uses the resident lift when indicated to transfer residents.
9. Encourages residents to participate in physical, social, and recreational activities.
10. Assists in the maintenance of belongings and immediate environment of residents.
11. Takes vital signs and reports any changes to the Charge Nurse.
12. Records all aspects of personal care including bathing, food intake, ambulation activities, elimination, and vital signs.

#### **Non-Essential Functions**

None.

### MINIMUM EDUCATION AND EXPERIENCE:

- Completion of a state approved Nursing Assistant training and evaluation program.
- Must be a member in good standing of the Pennsylvania Department of Health Nursing Assistant Registry.
- Must have a Criminal History Record Information (CHRI) check without prohibitive offenses as cited in Act 14.
- Must be at least 18 years of age.

### MINIMUM KNOWLEDGE, SKILLS AND ABILITIES:

- Ability to speak, read, write, and understand English fluently.
- Ability to understand and carry out oral and written directions.

- Ability to establish and maintain effective working relationships as a member of the healthcare team.
- Ability to handle stress.
- Physical presence on-site is required.

**PHYSICAL DEMANDS:**

- Good physical condition due to the demanding aspects of the job.
- Must be able to lift 10 pounds.
- Must be able to push and pull carts.
- Must be able to lift trays up to 10 pounds.
- Walking 100% of the time except during breaks,
- Standing 100% of the time except during breaks, and
- Bending 100% of the time except during breaks.
- Ability to stand and be active during an entire work shift.

**WORKING ENVIRONMENT:**

*This position description serves as a guideline for communicating the essential functions and other information about the position to the applicant/employee. It is not intended to create a binding employment contract nor cover every detail of the position and may be changed where appropriate.*