CNA/ULP

Position Description

Position Title: CNA/Unlicensed Personnel

Department: Nursing

Supervisor: *Donna Taylor, RN*

**JOB SUMMARY:**

This position is responsible for providing personal care and designated health-related services designed to maintain the resident’s physical and emotional well-being for those residents living at Ridgeview Assisted Living LLC. This position assists residents with tasks of daily living as indicated on the Service Agreement, the Medication Administration Record (MAR), and other services as delegated by the RN.

**QUALIFICATIONS:**

* High School education/GED or previous work experience
* CNA/ NAR or HHA Certificate preferred.
* Experience in working with older adults.

**SPECIALIZED KNOWLEDGE AND ABILITIES:**

This position requires the incumbent to:

* Possess a sensitivity and aptitude for working with the elderly.
* Prioritize and organize work effectively and efficiently.
* Possess skills to communicate effectively with residents, families, staff, and other customers.
* Possess the ability to read, write and comprehend simple instructions, correspondence, and documentation, including medical terminology, in English.
* Be punctual with a good attendance record.
* Must demonstrate good interpersonal skills.
* Understand how to use, carry and be responsible for the cell phone while on duty.

**ESSENTIAL JOB FUNCTIONS AND TASKS:**

**Medication Administration**

* Administer medications and give reminders to residents as required according to the Medication Administration Record (MAR) and as delegated by the RN Supervisor.
* Follow policy for administrating medications PRN standing orders.
* Follow policy and procedure for narcotic administration and documentation.
* Follow policy and procedure for medication administration when a resident is leaving the building.
* Follows policy and procedures when receiving new or changed medication orders.
* Reorder medications and supplies weekly, or as needed.
* Understand standard precautions used for infection control and adhere to them.
* Other medication administration duties as assigned by RN Supervisor.

 **Provide personal and direct care to residents**

* Assist residents with activities of daily living as indicated on their individual service agreement (including, but not limited to dressing, showering, grooming, toilet assistance and escorting).
* Assist residents with daily room order and light housekeeping.
* Assist residents with personal laundry duties, which may include ironing.
* Maintain a clean and healthy environment.
* Promote independence, not dependence, with residents offering choices and fostering self-help skills.
* Perform routine procedures as delegated by the RN Supervisor.

**Documenting and reporting**

* Document any changes in residents’ condition in the resident chart and communication log. Report these changes to the RN Supervisor.
* Completes incident reports according to policy.
* Reports to RN Supervisor any medication changes or any PRN medications that have been administered to a resident.
* Understands procedures regarding assisted living tasks and charting procedures when performing these tasks.
* Recognizing abnormal signs and symptoms, or changes in residents’ condition.
* Documenting duties completed with residents on the service delivery record during each shift.

 **Complete essential paperwork**

* Filing papers in residents’ charts as needed.
* Signing Medication Administration Records (MAR’s) monthly.
* Reviewing and signing all new residents plan of care/ weekly service record and changes in current residents’ plan of care.
* Reading the communication book and checking employee mailbox before the start of each shift.
* Checking outgoing US mailbox, collecting US mail delivered and distributing US mail and in-house mail to the residents.
* Other documentation as assigned and/ or needed.

**Knowledge and compliance with state regulations**

* Understand and adhere to the Vulnerable Adult and abuse policy, Bill of Rights and HIPPA.
* Works to assure facility follows federal, state, and local standards and regulations.
* Complete a minimum of eight (8) hours of documented training.
* Be up to date with completing Mantoux tests or chest x-rays.

 **Activity Programming**

* Encourage, gather and/ or escort residents to participate in scheduled activity programs.
* Lead activity programs as assigned.
* Socialize with residents and incorporate new ideas and resident suggestions into programming.

**Participate and function effectively as a team member**

* Develop and maintain a positive working relationship with other Unlicensed Personnel’s, housekeeper, Nursing staff, kitchen staff and other [Name of AL] staff.
* Provide back up to other staff as needed to ensure 24 hours staffing.
* Communicate information regarding resident’s care needs and changes to the team and families.
* Provide proactive and constructive participation in staff meetings.
* Be compassionate and work with tact and ethical awareness.
* Be flexible and adaptable to changing situations.
* Responds appropriately to safety hazards, fire, weather, or emergency situations.
* Follow through promptly on requested duties.
* Assisted kitchen staff at mealtimes with set up, serving and clean up.
* Provide on-the-job training for new associates.
* Must be mature and emotionally stable using a calm and kind tone of voice.
* The ability to remain calm in difficult or unusual circumstances.

**Other duties as assigned**

* Support the mission and values of Ridgeview Assisted Living LLC.

**Work Environment:**

# General Strength

# **[x]  Moderate Work Lifting 50 lbs. maximum with frequent lifting and/or carrying**

#  **of objects weighing up to 10 lbs.**

Use this scale to rate frequency of occurrence for each variable in tables below.

 **N = Never** Not part of job requirements

 **S = Seldom** Not daily, but included 1-3 times per week

 **O = Occasional** Done intermittently throughout the day or week, but not more than 33% of the day or week.

 **F = Frequent** Done at longer intervals throughout the day or week, 34%-66 % of the day or week.

 **C = Continuous** Done without interruption throughout the day or week, 66%-100% of the day or week.

**Physical Factors**

|  | **Frequency (check one)** |  |
| --- | --- | --- |
|  | **N** | **S** | **O** | **F** | **C** | **Comments (reference essential function)** |
| 1. Standing
 | [ ]  | [ ]  | [ ]  | [ ]  | [x]  |       |
| 1. Walking

 a. on uneven ground | [ ] [x]  | [ ] [ ]  | [ ] [ ]  | [ ] [ ]  | [x] [ ]  |            |
| 1. Sitting
 | [ ]  | [ ]  | [x]  | [ ]  | [ ]  |       |
| 1. Pushing Force
 | [ ]  | [ ]  | [x]  | [ ]  | [ ]  |  |
| 1. Pulling Force
 | [ ]  | [x]  | [ ]  | [ ]  | [ ]  |  |
| 1. Lifting (heaviest weight)

 a. from floor b. from table c. overhead | [ ] [ ] [ ] [ ]  | [ ] [x] [ ] [x]  | [ ] [ ] [x] [ ]  | [ ] [ ] [ ] [ ]  | [ ] [ ] [ ] [ ]  |  |
| 1. Carrying
 | [ ]  | [ ]  | [x]  | [ ]  | [ ]  |  |
| 1. Climbing

 a. stairs b. ladders c. scaffolds | [ ] [ ] [x] [x]  | [ ] [ ] [ ] [ ]  | [ ] [x] [ ] [ ]  | [ ] [ ] [ ] [ ]  | [ ] [ ] [ ] [ ]  |                      |
| 1. Balancing

 a. narrow surfaces b. slippery surfaces c. moving surfaces | [ ] [x] [x] [x]  | [ ] [ ] [ ] [ ]  | [ ] [ ] [ ] [ ]  | [ ] [ ] [ ] [ ]  | [ ] [ ] [ ] [ ]  |                      |
| 1. Stooping/bending
 | [ ]  | [ ]  | [ ]  | [x]  | [ ]  |       |
| 1. Kneeling
 | [ ]  | [ ]  | [x]  | [ ]  | [ ]  |       |
| 1. Crouching/squatting
 | [ ]  | [x]  | [ ]  | [ ]  | [ ]  |       |
| 1. Twisting/turning
 | [ ]  | [ ]  | [ ]  | [x]  | [ ]  |       |
| 1. Crawling
 | [x]  | [ ]  | [ ]  | [ ]  | [ ]  |       |
| 1. Restraining
 | [ ]  | [x]  | [ ]  | [ ]  | [ ]  |       |
| 1. Reaching

a. above shoulder b. below shoulder c. at shoulder | [ ] [ ] [ ] [ ]  | [ ] [ ] [ ] [ ]  | [ ] [x] [x] [x]  | [ ] [ ] [ ] [ ]  | [ ] [ ] [ ] [ ]  |                      |
| 1. Neck motions

 a. static positions b. flexion c. extension d. rotation | [ ] [ ] [ ] [ ] [ ]  | [ ] [ ] [ ] [ ] [ ]  | [ ] [ ] [ ] [ ] [ ]  | [ ] [x] [x] [x] [x]  | [ ] [ ] [ ] [ ] [ ]  |                           |
| 1. Controls
 | [ ]  | [ ]  | [x]  | [ ]  | [ ]  | [x]  Hand-Arm [ ] Foot-Leg |
| 1. Handling

 a. simple grasping b. firm grasping c. pushing and pulling | [ ] [ ] [ ] [ ]  | [ ] [ ] [ ] [ ]  | [ ] [ ] [ ] [ ]  | [ ] [x] [x] [x]  | [ ] [ ] [ ] [ ]  |      [ ] One Hand [x]  Two Hands[ ] One Hand [x] Two Hands[ ] One Hand [x] Two Hands |
| 1. Fingering

 a. fine manipulation b. writing c. keying/typing | [ ] [ ] [ ] [ ]  | [ ] [ ] [ ] [x]  | [ ] [ ] [ ] [ ]  | [ ] [x] [ ] [ ]  | [ ] [ ] [x] [ ]  |                      |
| 1. Driving a vehicle
 | [x]  | [ ]  | [ ]  | [ ]  | [ ]  |       |
| 1. Other physical demands (describe)
 | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |       |

**Sensory Factors**

|  |  |  |
| --- | --- | --- |
|  | **Frequency (check one)** |  |
|  | **N** | **S** | **O** | **F** | **C** | **Comments (reference essential function)** |
| 1. Feeling/touching
 | [ ]  | [ ]  | [ ]  | [ ]  | [x]  |       |
| 1. Talking
 | [ ]  | [ ]  | [ ]  | [ ]  | [x]  |       |
| 1. Hearing
 | [ ]  | [ ]  | [ ]  | [ ]  | [x]  |       |
| 1. Tasting/smelling
 | [ ]  | [x]  | [ ]  | [ ]  | [ ]  |       |
| 1. Seeing

 a. near vision (reading) b. near vision (20 inches or less) c. far vision (20 feet or more) | [ ] [ ] [ ] [ ]  | [ ] [ ] [ ] [ ]  | [ ] [ ] [ ] [ ]  | [ ] [ ] [ ] [x]  | [ ] [x] [x] [ ]  |                      |
| 1. Other (specify)

       | [ ] [ ]  | [ ] [ ]  | [ ] [ ]  | [ ] [ ]  | [ ] [ ]  |            |

**Environmental Conditions**

|  | **Frequency (check one)** |  |
| --- | --- | --- |
|  | **N** | **S** | **O** | **F** | **C** | **Comments (reference essential function)** |
| 1. Work setting

 a. inside b. outside | [ ] [ ] [x]  | [ ] [ ] [ ]  | [ ] [ ] [ ]  | [ ] [ ] [ ]  | [ ] [x] [ ]  |                 |
| 1. Extreme cold
 | [x]  | [ ]  | [ ]  | [ ]  | [ ]  |       |
| 1. Extreme heat
 | [x]  | [ ]  | [ ]  | [ ]  | [ ]  |       |
| 1. Wet and/or humid
 | [x]  | [ ]  | [ ]  | [ ]  | [ ]  |       |
| 1. Exposure to blood
 | [ ]  | [x]  | [ ]  | [ ]  | [ ]  |       |
| 1. Exposure to body fluids
 | [ ]  | [ ]  | [x]  | [ ]  | [ ]  |       |
| 1. Exposure to infectious disease
 | [ ]  | [x]  | [ ]  | [ ]  | [ ]  |       |
| 1. Loud noises
 | [ ]  | [x]  | [ ]  | [ ]  | [ ]  |       |
| 1. Vibrations
 | [x]  | [ ]  | [ ]  | [ ]  | [ ]  |       |
| 1. Atmospheric conditions

 a. fumes/odors b. poor ventilation c. grease/oil d. dust e. gases f. other       | [ ] [ ] [x] [x] [x] [x] [x]  | [ ] [x] [ ] [ ] [ ] [ ] [ ]  | [ ] [ ] [ ] [ ] [ ] [ ] [ ]  | [ ] [ ] [ ] [ ] [ ] [ ] [ ]  | [ ] [ ] [ ] [ ] [ ] [ ] [ ]  |                                     |
| 1. Moving mechanical parts
 | [ ]  | [x]  | [ ]  | [ ]  | [ ]  |       |
| 1. Radiation
 | [x]  | [ ]  | [ ]  | [ ]  | [ ]  |       |
| 1. Caustic chemicals (describe/list)

 a.       b.       c.       | [x] [ ] [ ]  | [ ] [ ] [ ]  | [ ] [ ] [ ]  | [ ] [ ] [ ]  | [ ] [ ] [ ]  |                      |
| 1. Latex products
 | [ ]  | [x]  | [ ]  | [ ]  | [ ]  |       |
| 1. Wearing respirator
 | [x]  | [ ]  | [ ]  | [ ]  | [ ]  |       |
| 1. Exposure to poisonous plant
 | [x]  | [ ]  | [ ]  | [ ]  | [ ]  |       |
| 1. Exposure to insect/animal
 | [x]  | [ ]  | [ ]  | [ ]  | [ ]  |       |
| 1. Other (describe below)

 a.       b.       c.       d.       | [ ] [ ] [ ] [ ]  | [ ] [ ] [ ] [ ]  | [ ] [ ] [ ] [ ]  | [ ] [ ] [ ] [ ]  | [ ] [ ] [ ] [ ]  |                           |

**Mental Requirements**

Do the essential job functions require the ability to do any of the following on a **regular** basis? Check the appropriate box for each item and describe as applicable.

|  | **Yes** | **No** | **Comments (provide description)** |
| --- | --- | --- | --- |
| 1. Resident/public contact indicate percent of time of the work week
 | [x]  | [ ]  |       |
| 1. Reading describe level (e.g., technical, grade level of materials used, etc.)
 | [x]  | [ ]  |       |
| 1. Writing written communications required
 | [x]  | [ ]  |       |
| 1. Simple arithmetic problems
 | [x]  | [ ]  |       |
| 1. Mathematics calculations requiring formulas
 | [x]  | [ ]  |       |
| 1. Weighing and/or measuring precise and accurate
 | [ ]  | [x]  |       |
| 1. Attentiveness duration maintaining constant alertness
 | [x]  | [ ]  |       |
| 1. Attentiveness intensity concentration required for accuracy
 | [x]  | [ ]  |       |
| 1. Short-term memory recall 2-3 days
 | [x]  | [ ]  |       |
| 1. Long-term memory recall from past education or event
 | [x]  | [ ]  |       |
| 1. Directing, controlling, or planning activities of others
 | [x]  | [ ]  |       |
| 1. Transferring knowledge to unique situations complex problem solving
 | [x]  | [ ]  |       |
| 1. Influencing people in their opinions, attitudes, and judgments
 | [x]  | [ ]  |       |
| 1. Performing multiple tasks concurrently
 | [x]  | [ ]  |       |
| 1. Showing capacity for self-expression feedback, teamwork
 | [x]  | [ ]  |       |
| 1. Working alone or apart, in physical isolation, from others
 | [x]  | [ ]  |       |
| 1. Attaining precise set limits, tolerances, and standards
 | [x]  | [ ]  |       |
| 1. Working under unusual time constraints or set productivity standards
 | [x]  | [ ]  |       |
| 1. Shift work other than day hours or variable start times
 | [ ]  | [x]  |       |
| 1. Ability to problem solve simple data gathering, selecting from known options
 | [x]  | [ ]  |       |

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This job description is not mean to be all-inclusive. The employee will also perform other reasonable related duties as assigned by the RN Supervisor and/ or Assisted Living Manager.

Management reserves the right to change job responsibilities, duties, and hours as needs prevail. This document is for management communication only and is not intended to imply a written or implied contract of employment.

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**CNA/Unlicensed Personnel (ULP)**

I \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, have read the Unlicensed Personnel job description and fully understand the conditions set forth therein, and I will perform these duties to the best of my knowledge and ability.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Employee Signature Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Supervisor Signature Date