

## **Maitri**

*Residential Care for People Living with AIDS*

### **JOB DESCRIPTION**

**Job Title:** Certified Nursing Assistant (CNA)  
**Status:** Hourly, Non-Exempt  
**Reports To:** Nurse Manager  
**Direct Reports:** None  
**Updated:** September 2014  
**Salary Ranges:** Minimum: \$12.24/hr. Median: \$14.97/hr. Maximum: \$16.77/hr.

**General Duties:** Responsible for delivering direct personal care and light housekeeping (ADL support) to assigned residents at Maitri. Responsible for observing residents, reporting and documenting these observations, and documenting care performed. Works under the close supervision of the Team Leader / or Nurse Manger.

#### **Essential Tasks:**

1. Under the direction of the RN and Team Leader, provide assistance with activities of daily living for assigned residents. Tasks include, but are not limited to:
  - A. Baths,
  - B. Back Rubs,
  - C. Oral Hygiene,
  - D. Shampoos,
  - E. Changing Bed Linens,
  - F. Dressing and Undressing Patients,
  - G. Skin Care and Prevention of Skin Breakdown,
  - H. Toileting Activities,
  - I. Keeping Resident's Living Area Clean and Orderly,
  - J. Ambulation and Transfers,
  - K. Assisting with Feeding and Preparation of Light Snacks, and
  - L. Exercise Program.
  
2. Under the direction of the RN and Team Leader, perform household chores (ADL support) as assigned, including, but not limited to:
  - A. Bed Making,
  - B. Sweep Floors,
  - C. Straighten Toiletries, Linens, Supplies, etc.,
  - D. Wipe/Dust Surfaces,
  - E. Laundry – Clothes, Towels, and Sheets,
  - F. Emptying Trash,
  - G. Cleaning Pantry and Refrigerator,
  - H. Restocking Supplies,
  - I. Remove Dishes, Glasses, etc., from rooms and common areas,
  - J. Empty Ashtrays,
  - K. Wipe Up Resident Spills,
  - L. Clean Bathrooms, Urinals, and Commodes After Patient Use,
  - M. Assist with Feeding As Needed,
  - N. Food Delivery (Rooms and Dining Room), and
  - O. Wipe Down Dining Room Tables After Meals.

3. Participate in developing, understanding, following and implementing the resident's care plan. Assist with resident intake as needed.
4. Take and record oral, rectal and auxiliary temperatures, pulse, respiration and blood pressure as ordered, within training limitations.
5. Demonstrate knowledge of infection control techniques and universal precautions while assisting patients with personal hygiene, ADLs, exercise programs, and treatments as indicated in plan of care.
6. Provide emotional, spiritual and psychosocial support to all residents.
7. Provide a safe and comfortable resident environment.
8. Report all changes in resident's health status and behavior to Team Leader or RN Case Manager.
9. Maintain confidentiality around resident information and files.
10. Provide Team Leader with report on resident status prior to end of shift.
11. Demonstrate necessary human relations skills and communicate with health care professionals, other providers, residents, and caregivers in a kind and courteous manner.
12. Attend staff meetings and in-services regularly.
13. Complete and submit attendant care progress notes at the end of shift.
14. Assist with emergency situations as needed, following Maitri emergency policies and procedures.
15. Attend to post mortem duties (positioning resident, removing jewelry, and bathe as needed) and collect resident belongings for removal.

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**Qualifications:**

- High School Graduate or equivalent.
- CNA licensure in state of CA.

**AMERICANS WITH DISABILITY SPECIFICATIONS**

**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.

Physical Demands: requires sitting, standing, walking, squatting, bending, waist twisting, kneeling, climbing stairs, reaching up to shoulder height, lifting/carrying/pushing/pulling up to 20 lbs., fine finger manipulation, gross manipulation, simple/power grasp, repetitive hand/arm use; exposure to latex; use of protective equipment, ability to walk one-quarter mile; ability to climb two flights of stairs, have adequate vision to describe contents of a room, client condition etc.

OSHA CATEGORY: This position performs tasks that involve exposure to blood, body fluids, or tissues. All employees must use Universal Precautions. Maitri will provide the appropriate Personal Protective Equipment. All employees are offered the opportunity to receive the Hepatitis B vaccination series.

**Acknowledged:**

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Name

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Signature

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Date