

Community Health Services Corporation

Job Title:	Certified Nursing Assistant	
Position Type:	Full-time/Part-time	
Location:	Prairie Maison/Sannes	
HR Contact:	Mary Walker	
Date posted:		
Applications Accepted By:		
FAX OR E-MAIL: (608) 326-3205) or maw@chscwi.org Subject Line: Job Title Attention: Mary Walker	MAIL: Mary Walker Community Health Services Corporation 700 S Fremont Street Prairie du Chien, WI 53821	
Job Description		
<p>JOB SUMMARY</p> <p>The Nurse's Aide performs any and all of the following functions while being supervised by the Head Nurse and/or Team Leader.</p> <p>PERFORMANCE REQUIREMENTS</p> <p>Responsibilities: Responsible for various patient care activities and related nonprofessional services necessary in caring for the personal needs and comfort of patients. Performing duties in accordance with established methods and techniques and in conformance with recognized standards. Care of equipment and economical use of all supplies. Promoting and maintaining harmonious relationships among department personnel and others. Participating in cooperative planning with department personnel and other departments to provide maximum patient care and service. Position is encouraged to improve procedures, technique, etc., but approval of supervisor must be sought before implementing. Projected plans will affect only nursing service. Following good safety and sanitary procedures and giving constant care and close attention to preventing injuries and accidents to patients, nursing facility personnel, and others. Has access to confidential information concerning patients or nursing facility personnel, and this information must be safeguarded. Supporting all nursing facility policies and conforming to nursing facility regulations such as: proper dress, hygiene standards, infection control, etc. Participating in nursing facility fire and disaster drills.</p> <ol style="list-style-type: none"> 1) Keeps patient rooms in pleasant physical environment. 2) Assists patients to prepare for meals, carries trays, feeds patients if necessary and passes water and nourishment. 3) Gives and removes bedpans. 4) Administers bed, tub, sitz and partial baths and showers. 5) Administers mouth care, cleans dentures, helps patients brush teeth, and changes denture cups as needed. 6) Administers back rubs as indicated and/or special skin care. 7) Positions patients by raising or lowering back rest, turns, moves and lifts, helps to wheelchair, bed, chair, or walk; place on eggshell mattress as indicated. 8) Take axillary, oral or rectal temperatures, pulses, respirations and blood pressures as directed by Charge Nurse. 9) Records intake and output on record to be given to Team Leader at the end of the shift. 10) Collect feces, urine, vomitus, and sputum specimens and correctly label for transportation to lab. 11) Makes closed, open occupied and unoccupied beds. 		

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- 12) Admits patients to room according to the policies and procedures.
- 13) Assists in discharge of patients by accompanying to business office, collects patient's belongings and accompanies to the car, etc.
- 14) Assists in transferring patients by moving patients to rooms and transferring their belongings.
- 15) Runs errands.
- 16) Reports conditions of patients and results of treatment to Charge Nurses.
- 17) Immediately reports any change in condition of patient or change in vital signs.
- 18) Participate in team conferences and attends in-service meetings.
- 19) Helps co-workers.
- 20) Receives assignment for tour of duty and organizes methods of performing duties.
- 21) Makes rounds of all patients assigned to ascertain any immediate needs and to introduce self.
- 22) Gives bedtime care.
- 23) Administers cleansing and retention enemas.
- 24) Administers peri-care and vaginal douches.
- 25) Adheres to isolation techniques when necessary and universal precautions at all times.
- 26) Applies colostomy dressings as needed.
- 27) Removes or irrigates catheters of long term patients as needed.
- 28) Attends report promptly when called by nurse.
- 29) Renders direct patient care according to the needs of the patient, gives complete morning care and evening care and treatments at level of nursing skills under the direction and supervision of Charge Nurse.
- 30) Helps transfer patients to bed after returning from x-ray, ER visits or upon request.
- 31) Additional environmental duties of nurse's aide:
 - a) Complete environmental duties list as assigned every shift.
 - b) Helps with night paperwork as directed by nurse.
 - c) Stuffs charts, if necessary.
- 32) Helps long term patients to and from activity programs.
- 33) Follows infection control policy procedures at all times.
- 34) Completes daily charting in timely fashion.
- 35) Follows Federal regulations guidelines to the best of their ability.
- 36) Seeks out knowledge if it does not understand policies/procedures.
- 37) Attends all mandatory in-services unless prior arrangements made.
- 38) Completes viewing of missed in-service tapes.
- 39) Treats co-workers, residents and visitors with respect and dignity.
- 40) Follows standards of practice set forth by Wisconsin Certification and policies/procedures of the facility.

PHYSICAL DEMANDS

- 1) Must be able to lift, carry, push, pull over 50 pounds.
- 2) Must be able to reach over shoulder height.
- 3) Must be able to bend, squat, kneel, twist, and climb steps as needed.
- 4) Must be able to grasp items needed to perform nursing duties.
- 5) Must be in good physical and mental health sufficient to permit full performance of the duties of the position.
- 6) Must have visual and aural acuity sufficient to permit full performance of the duties of the position.
- 7) Must be able to stand for long periods of time and must be able to move throughout the shift.

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- 8) Must have emotional stability and maturity sufficient to permit full performance of the duties of the position.
- 9) Must be free of communicable diseases, which could be transmitted to patients.

SPECIAL DEMANDS:

- 1) Sense of cooperation with fellow workers.
- 2) Must have a courteous and tactful disposition.

QUALIFICATIONS

Education: Knowledge of math, English and grammar. Must successfully pass nurse assistant orientation class. Equivalent of four years of high school and must have a mature attitude toward all types of people.

Experience: Some previous experience is required. One to three months on-the-job training is necessary to attain reasonable proficiency.

Employment Variables: Sometimes exposed to disagreeable odors, sights, diseases, muscle strains and cuts. Generally works in comfortable and well-lighted areas. Recognizes and cooperates in 24-hour staffing scheduling requirements to meet patient care needs.