



## CERTIFIED NURSE AIDE- UNIVERSAL WORKER

REPORTS TO: Nurse, Director of Nursing, Grand Meadows Campus

POSITION: Provide personal care and supervision to residents in a manner conducive to their safety, comfort, security and the greatest degree of independence possible.

### POSITION QUALIFICATIONS:

- Current, valid certification as a Nursing Assistant in the State of Iowa required.
- Regular attendance is required.
- Must be 18 years or older to operate lift.
- Must be able to read, write and speak fluent English.

### PHYSICAL REQUIREMENTS:

- Standing: 1-3 hours/day
- Walking: 3-7 hours/day
- Lifting: Over 75 lbs using proper and/or improper mechanics
- Push – Pull: 10 lbs
- Twisting: Moderate: 121-480 twists/day
- Bending: Frequent bending: 481 or greater bends/day
- Squat/Kneel: 3-7 hours/day
- Endurance: Heavy energy requirements (7-9 mets)
- Wrist Position: Slight deviation of wrist
- Hand/Wrist Reps: Moderate- 961-2880/day
- Manual Dexterity: Gross dexterity with infrequent fine motor movement
- Right Hand: 36-60% of job cycle time
- Left Hand: 36-60% of job cycle time
- Near & Far Vision: Requires minimal near and minimal far vision
- Good physical health with no limitations of restrictions as evidenced by Physical Examination and T.B. clearance.

### MENTAL DEMANDS:

- Must demonstrate effective communication skills with staff, residents and the public.
- Demonstrates ability to develop and maintain good interpersonal relations with staff and residents.
- Must demonstrate use of mature judgment and demonstrate excellent problem solving skills and ability.
- Must be able to work under stress when confronted with critical or unusual situations.
- Able to handle job responsibilities in a positive, professional manner.

#### WORK ENVIRONMENT:

- Works primarily indoors in a well-illuminated, reasonably climate-controlled environment.
- Involves possibility of exposure to communicable disease.
- Works with frequent interruptions.

#### ESSENTIAL DUTIES AND RESPONSIBILITIES:

##### Company Values

- Supports the Mission, Values and Vision of Luther Manor.
- Supports and participates in common teamwork:
  - Cooperates and works together with all co-workers; plan and complete job duties with minimal supervisory direction, including appropriate judgment.
  - Uses tactful, appropriate communications in sensitive and emotional situations
  - Completes requirements for in-service training, acceptable attendance, uniform and dress codes including personal hygiene, and other work duties as assigned.

##### Resident Care

- Knowledgeable of resident rights and ensures an atmosphere which allows for the privacy, dignity and well-being of all residents in a safe, secure environment.
- Respond to call lights in a timely and appropriate manner.
- Assume accountability for compliance with Federal, State and other regulations.
- Assist in the implementation of each resident's care plan by performing personal cares and all Activities of Daily Living (i.e. dressing, feeding, toileting, grooming).
- Answer any call lights to determine resident needs and take appropriate action.
- Notify charge nurse of change in resident's condition including skin tears, bruises, reddened areas, etc.
- Assist with bed bath, tub bath or whirlpool.
- Perform personal cares (i.e. nails, hair, oral hygiene).
- Assist with feeding residents; serve meal trays.
- Assist with AM and PM care(s).
- Assist with weighing residents.
- Measure and record resident intake and output.
- Pass fresh drinking water and nourishments each shift and as needed.
- Assist in placing and removing protective/positioning devices and document as directed.
- Complete and submit daily assignment sheets and give Nurse daily report.
- Observe and verbally report to the charge nurse accurate and timely information concerning residents. Reports changes in medical condition of health status, lack of response or resistance to care, special problems, unusual incidents, residents needs or requests, behavioral or psychological concerns. Documents in writing according to established procedures or as requested.
- Comply with the resident's care plan in the performance of Rehabilitation, Range of Motion, or periods of exercise as ordered by the physician, PT, etc.
- Comply with safe lifting, use of gait belt for any resident with contact guard assistance (CGA), transferring and handling of resident per procedures.

- Assume responsibility for the safety of residents under immediate supervision and those assigned at any time.
- Participate in shift - to - shift report.
- Assist with admission, discharge, and transfer of residents. Documents according to established procedures.
- Listen to residents and families/staff questions and concerns and responds in a timely manner. Report any irresolvable concerns to supervisor.
- Assist with transporting residents to activities, beautician appointments.
- Assure that residents' rooms are maintained in clean orderly fashion (i.e. make beds, etc.).

#### Clinical

- Responsible for attending to personal care needs of the residents, including but not limited to psychosocial and safety needs.
- Support residents in self-care, and provides care as necessary for those unable to care for their own needs.
- Follow universal precautions, proper infection control, sanitation and safety standards of practice in all work and activities.
- Observe residents closely, identifying changing needs and conditions at first indication, and reports immediately to nurse as appropriate.
- Consistently works with all assisted living team members, led by resident and family preference to meet the needs and desires of all residents.

#### Dining Services

- Help to serve appropriate snacks and meals as trained by Food and Nutrition Services Director.
- Facilitate mealtime conversations and maintain a warm, pleasant atmosphere while elders are eating.
- Assist with kitchen-related activities for the residents.
- Prepare meals including but not limited to, breakfast.

#### Life Enhancement

- Assist with the planning and organizing of social activities for individual residents, small groups.
- Continually seeks opportunities to support the social needs of all residents through support, friendship and kindness.
- Seek opportunities throughout the day to facilitate spontaneous activities of resident choice and; accompanies residents in all activities of choice.
- Continually seeks opportunities to share person interests and talents with residents through both planned and spontaneous activities.

#### Housekeeping

- Maintain clean space in the household, including resident rooms and assisted living common spaces, as well as support spaces and equipment.
- Maintain supply of all material to meet resident needs in the skilled household.

### Laundry

- Provide assistance to ensure residents' personal laundry is maintained in quality condition.
- Coordinate work with the assisted living team members to ensure the personal laundry needs of the residents are met within the staffing resources of the assisted living.
- Wash, dry, and put away all resident laundry.

### Safety and Sanitation

- Observe safety hazards and emergency situations, and reports to appropriate person or takes corrective action according to established procedures, works safely without danger to self or others.
- Assume accountability for using, maintaining and storing Luther Manor property according to established policy.
- Demonstrate knowledge of emergency policies, procedures and proper usage of PPE.
- Perform all duties in a safe and efficient manner; assures that safety regulations are followed at all times by all staff.

### Customer Service

- Interact with residents, families, staff, and other visitors to the center in a pleasant, respectful, and courteous manner.
- Acts as a positive representative of Luther Manor at all times.
- Perform incidental housekeeping and maintenance tasks as they may arise during the course of regular duties, in order to maintain a clean, safe, pleasant environment for residents, visitors and staff.
- Respond to any and all call lights within 5 minutes.

### Residents Rights

- Provide privacy and maintain the confidentiality of all resident care information.
- Ensure care and security of residents' personal possessions.
- Report all complaints and grievances made by residents, family members, and visitors to the supervisor.
- Ensure that residents are free from abuse (physical, mental, and sexual), mistreatment and neglect, and reports any such instances to appropriate facility staff.

### In-Service Education

- Attend all in-service education programs mandated by federal, state, and Luther Manor guidelines.
- Participate and assist in departmental meetings and projects as assigned.

### Miscellaneous

- All other duties as assigned by the supervisor.

All requirements are subject to possible modifications to reasonably accommodate individuals with disabilities.

Some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves, other employees, or residents.

This description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by their supervisor.

Requirements are representative of minimum levels of knowledge, skills, and/or abilities. To perform this job successfully, the incumbent will possess the abilities or aptitudes to perform each duty proficiently.

This document does not create an employment contract, implied or otherwise, other than an "at will" employment relationship. I have read this position description and fully understand the requirements. If I am offered and I accept the position of Certified Nurse Aide – Universal Worker, I agree to follow the requirements and will perform all duties and responsibilities to the best of my ability.

I understand that I may be assigned other duties, in addition to or in place of those described previously. I also understand that the essential duties of this position may change at any time, according to the needs Luther Manor.

I further understand that my employment is at-will, and thereby understand that my employment may be terminated at-will by Luther Manor or myself.

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Print Name

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Signature

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Date