

**Arkansas Department of Human Services
Functional Job Description**

Division/Office Division of Behavioral Health Services **County** Saline County
Position Number _____ **Class Code** L082C **Grade** C109
OPM Job Title C.N.A.
Functional Title C.N.A.

Activity _____ **Section** _____ **Unit** _____ **Element** _____
Agency Number _____ **Cost Center** _____ **Internal Order Number** _____
(4 digits) 0710 **(6 digits)** _____ **(9 digits)** IO710

Minimum Qualifications (from OPM Job Specification):

The formal education equivalent of a high school diploma. Must be certified or eligible to become certified as a Certified Nursing Assistant within six months of employment.

Job Summary

The C.N.A works in collaboration with other C.N.A.s and are under the direct supervision of the LPN, LPN Supervisor and /or the Registered Nurse. The C.NA is responsible for demonstrating effective communication skills, providing direct and indirect resident care; providing a safe and therapeutic environment; and assuring education of self and others.

Job Duties & Responsibilities

JOB RELATIONSHIPS

Responsible to: Registered Nurse
LPTN/LPN Supervisor
LPTN/LPN

HOURS: As assigned

PURPOSE OF JOB: Delivers direct and indirect nursing care for residents on assigned unit; Observes and records patient information; communicates resident status and changes of condition to nurse; and promotes a safe, therapeutic environment for residents.

FUNCTION: (Duty Area I) Direct and Indirect Resident Care

Essential Duties:

1. Consistently completes resident ADL tasks and demonstrates proficiency in skills associated with resident activities of daily living: Oral Care; Non-Diabetic Nail Care; Incontinent Care; Transfers; Handwashing; Vital Signs; Dressing; Toileting; Bathing; Range of Motion; Feeding; Shaving; Positioning, Hydration, etc.
2. Knowledge of correct utilization and application of restraints. Checks residents with restraints every 30 minutes and releases restraint/s for range of motion, positioning, etc at least every two hours
3. Identifies transfer method for each resident before attempting any transfer (i.e., one person transfer, two person transfer, mechanical lift, etc). Demonstrates knowledge and proficiency in safely transferring residents from chair to bed etc to prevent injuries to resident, self and peers.
4. Actively implements measures to maintain skin integrity such as incontinent care, hydration, use of lotion on dry skin and moisture barrier for incontinent residents, turning and repositioning, utilization of pillows, wedges, etc. Reports any changes in skin condition to the nurse immediately.
5. Demonstrates knowledge and skill in assisting residents with utilization of special devices, adaptive equipment, etc. including care of eye glasses and hearing devices, use of adaptive feeding equipment, application of splints, braces, prosthetic devices, etc.

6. Demonstrates knowledge of resident care needs by reviewing assignment sheets, ADL Care Records, Restraint Record, etc. and/or by seeking information from peer / nurse / supervisor. Obtains necessary information to insure quality care before initiating task
7. Completes all assigned unit task in a thorough, timely manner.
8. Conducts rounds on assigned unit/hall to assess resident status and identify any care issues. Reports any concerns to nurse.
9. Actively assists residents to and from scheduled activities. Works with the Activities Department to insure resident's have the opportunity to attend and participate in activities of choice.
10. Monitors and promptly responds to call lights.

FUNCTION: (Duty Area II) Communication Skills

Essential Duties:

1. Ability to communication with residents and families in a manner the will promote a nurturing environment.
2. Communicate / Reports any changes in skin condition to the nurse immediately.
3. Informs nurse of any changes in a resident's status from previous shift/day/etc. Example: Informs nurse if vital signs are different than "normal"; resident is not eating as much as usual; resident has not had a bowel movement in pass couple of days; resident is not as active as usual; resident's cognitive, physical, emotional, or behavioral status has changed in any way, etc.
4. Accurately, clearly, and concisely records all pertinent information on the resident, completing all documentation requirements in a timely manner according to facility policy and procedure.
5. Immediately reports incident and accidents, actual or alleged abuse, neglect, or misappropriation of property to nurse
6. Informs nurse if unable to complete any task providing an explanation as to reason why the assignment could not be completed as assigned.
7. Informs nurse of need to leave the unit for any reason including breaks.
8. Reports all resident needs to appropriate administrative staff / nurse such as need for clothing, dentures, shoes, etc.
9. Correctly completes personal time sheets, leave slips, and comp earning slips in a timely manner.

FUNCTION: (Duty Area III) Provides Safe and Therapeutic Environment

Essential Duties:

1. Complies with all security rules.
2. Demonstrates knowledge of infection control Example: Consistently utilizes good handwashing procedures and utilizing gloves per policy)
3. Follows all policies and procedures for resident on special precaution ie., Constant observation, Line of Sight, isolation precautions, seizure risk, and elopement risk etc.
4. Responds immediately to door alarm/s. Monitors safety and location of resident/s.
5. Participates and correctly responds to Fire and Disaster Drills.
6. Identifies and reports problems and areas of concern to the appropriate personnel. Reports accidents and unsafe practices and conditions immediately.

FUNCTION: (Duty Area IV) Employee Conduct

Essential Duties:

1. Functions as a role model to peers by demonstrating a consistent attendance pattern, reporting to work on time, maintaining a positive and cooperative attitude, and accountability for all aspects of job description.
2. Demonstrates respect for the dignity and confidentiality of residents, in compliance with resident's rights, HIPAA regulations, and facility policy and procedures.
3. Demonstrates responsibility and accountability for actions while on duty; maintains appropriate boundaries when relating to residents, families, supervisors and peers.
4. Abides by DHS Conduct Standards and Facility Policy and Procedures

FUNCTION: (Duty Area V) Education

Essential Duties:

1. Assesses own learning needs and with the assistance of resource personnel implements a plan to meet these needs.
2. Participates in the orientation of new personnel as required/assigned
3. Attends all Mandatory In-Service Trainings.
4. Responsible for maintaining current CNA Certification.

Knowledge, Abilities & Skills (KAS):

KNOWLEDGE, ABILITIES, AND SKILLS

1. Knowledge of Long Term Care Regulations related to their position.
2. Skilled in proficiently providing care for and assistance to residents.
3. Ability to legibly document resident care in the medical record
4. Ability to identify changes in a resident's status or condition
5. Ability to effectively communicate with residents, families, peers, supervisors, etc
6. Ability to work as a team member

Special Requirement (Preferred Skills/License/Experience/Travel, Shift Work, etc.)

1. Current certification as a Certified Nurse Assistant or ability to obtain Certification within 6 months
2. Current certification in CPR
3. Capable of stooping, reaching, bending, lifting and positioning/repositioning
4. Required to work rotating shifts or hours other than normal working hours

Supervisor's Signature & Date

Employee's Signature & Date

This is a Functional Job Description, in no way is it intended to take the place of the OPM Job Specification.

1. **Division/Office** – indicate the Division or Office with DHS
2. **County** – indicate the county the position is assigned.
3. **Position Number** *
4. **Class Code** *
5. **Grade** *
6. **OPM Job Title** *
7. **Functional Title** – working job title
8. **Act., Sec., Unit, Element** *
9. **MQs (from State Job Specification)** – OPM established & approved MQs as stated on the OPM job specification for a particular class code.
10. **Job Summary** – short paragraph of overall job duties.
11. **Job Duties & Responsibilities** – specific functions performed.
12. **KAS** – should be determined using the OPM Job Specification as a foundation and adding new KASs that are applicable to the job and deleting those which are not applicable to the job. The order of the KASs may be mixed according to the weights of the position specific tasks to which they relate, i.e. questions relating to abilities and skills may be asked before questions relating to knowledge. The job assessment worksheet, DHS-1154, will be used to record the KASs and must be used in the order submitted on the functional job description.
13. **Special Requirements** – list any preferred skills/license/experiences for this job.
14. **Rating Supervisor and Employee Signatures** – signed and submitted to Central Personnel Office within 30 days hire date. Original retained in the PPES file.

* Can be found in OPM position Control Listing. OPM Class Code Book or information can be obtained from the Division/Office Central Personnel Representative.