

ST. JOSEPH CONVENT  
CAMPBELLSPORT, WI

Universal Precautions  
Category I

**JOB TITLE:** Certified Nurse Assistant

**REPORTS TO:** Directly accountable to the Charge Nurse  
Generally Accountable to the Health Services Supervisor  
Ultimately accountable to the Director of Health Services

**JOB OBJECTIVES:** Provides a safe environment, assists with activities of daily living, gives emotional and social support and attends to the resident's physical comfort.

**JOB STANDARDS:**

1. Successful completing of Certified Nurse Assistant Course.
2. Minimum of 18 years of age
3. Ability to verbally communicate with residents, families, the public and other staff of the organization
4. Ability to read/write English and document observations
5. Must be honest, dependable, and exhibit a warm, cheerful, caring manner
6. Must maintain a neat, well groomed appearance, and adhere to the Dress Code
7. Must be able to safely perform the essential (\*) job functions
8. Regular attendance required, as scheduled
9. Maintains and safeguards confidential information

**Responsibilities and Functions:** (ESSENTIAL FUNCTIONS are indicated by an\* in front of the number.)

- \*1. Promotes the Philosophy and Mission of St. Joseph Convent
- \*2. Gives total care or assists residents with:
  - a. Bed bath, tub bath, Hoyer tub, shower and shampoo
  - b. Oral hygiene, hair grooming, nail care, shaving, dressing and undressing
  - c. Elimination needs including toileting by offering bedpan or assisting to commode or bathroom and management of Foley drainage
  - d. Ambulating, transferring, positioning by using assistive devices such as walker, wheelchair, mechanical lift, gait belt, lift sheet, or slideboard
- \*3. Answers all call lights promptly
- \*4. Takes and records temperatures, pulse, respirations, and blood pressures
- \*5. Feeds residents, maintains intake and output as requested, weighs resident as instructed
- \*6. Maintains a comfortable and safe environment for residents including bed-making and daily care of resident unit

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- \*7. Observes and reports physical and/or behavioral changes in resident immediately to Charge Nurse
- \*8. Cares for linen and equipment after use and helps maintain storage of linen, equipment and supplies
- \*9. Works tactfully and cooperatively with residents' families, visitors and all staff throughout the organization
- \*10. Knows and follows existing lines of communication and authority
- \*11. Performs all resident care as assigned and according to the Health Services Department's policies and procedures
- \*12. Facilitates resident participation in liturgies and activities and assists in activities for cognitively impaired residents
- \*13. Attends department meetings and mandatory inservices
- \*14. Maintains confidentiality of all Health Service Department and organizational information
- \*15. Assures that all resident rights are maintained and reports violations to the Charge Nurse or Health Service Superior
- \*16. Knows role in fire and disaster situations, participates in drills, and functions in a professional, calm manner when an emergency situation arises
- \*17. Follows all security, infection control (including Category 1 Universal Precautions) and hazardous materials policies and procedures
- \*18. Maintains and safeguards entrusted confidential information and avoids gossip about residents and staff