



LUNALILO HOME JOB DESCRIPTION

Job Title: Certified Nurse Aide, (CNA)

Department: Nursing Services

Reports To: Director of Nursing

Classification: Hourly/Non-Exempt/Union

Status: Regular Full Time (40 hours per week)
Regular Part Time (20 or more hours per week but less than 40 hours per week)
Call-in (hours varied according to need)

PURPOSE:

Provides physical care and comfort to residents in accordance with clearly prescribed procedures under direction of Licensed Nurses; Director of Nursing, Registered Nurse (“RN”), Licensed Practical Nurse (“LPN”), Administrator and/or Executive Director, by performing the following duties.

FUNCTION: To provide for an overall quality of care to the residents in a safe and pleasant environment – “Caring with Aloha”. Demonstrating to the Kupuna and administrative staff at Lunalilo Home through verbal communication and physical action, the meaning of “Aloha” – caring with respect and kindness.

Duties and Responsibilities:

- Notify Director of Nursing and /or Licensed Nurse in cases of emergencies.
- Utilize the Communication Book at the beginning of each shift to be updated on changes in the care of resident, appointments, and to document any unusual resident event at the end of the shift.
- Makes accurate and appropriate observations of vital signs; respirations, temperature, blood pressure, pulse, appetite and elimination patterns of residents.
- Weighs and records residents’ monthly weight, and vital signs.
- Conducts daily vital signs and weight as determined by Licensed Nurse.
- Reports any illness, changes in resident’s actions or behaviors, missing belongings and/or other problems to the nurse in charge.
- Performs specialized therapy and range of motion exercises as well as other physical activities as directed by the RN or LPN.
- Will encourage healthy eating habits and assists in feeding, as needed.
- Inventory and label resident’s belongings and store in designated place.
- Residents’ hygiene:
 - o Encourage residents to bathe daily or as bathing schedule dictates (including skin assessments at each bath, providing assistance as needed. Bathe incontinent residents, as needed. Shampoo hair based on bathing schedule and no less than on a weekly basis.
 - o Assist residents in dressing/undressing.
 - o Ensure residents are dressed appropriately including the use of safe foot wear.
 - o Perform or assist in oral hygiene.
 - o Brush or comb residents’ hair, as needed.
 - o Trim finger and toe nails, as needed.
 - o Assist shaving/trimming male residents’ facial hair, at a minimum of every other day and as needed.

- Assist residents who have hearing aids, glasses or dentures.
- Ensure dentures fit, cleaned and stored appropriately.
- Ensure hearing aids are marked, accounted for and stored appropriately.
- Ensure eye glasses are marked, accounted for and stored appropriately
- Assist residents with ensuring personal items are clearly marked when sharing a room with another resident.
- Assist residents with toileting when appropriate: before and after meals, every 2-4 hours and on an as needed basis.
- For those residents requiring a bedside commode at night, clean at the end of shift and as appropriate.
- Other responsibilities:
 - Change bedding every week. Change bedding for incontinent residents as needed.
 - All resident beds must be covered with bed spread during the day time.
 - All resident rooms will be kept clean, neat and orderly
 - Sort soiled linen and clothing and take to the laundry department on a daily basis.
 - Keep residents' clothing and personal affects in order.
 - Clothing must be sorted when returned from cleaning and placed in the residents' room.
 - Immediately report all clothing shortages to the licensed nurse. Report to the DON when appropriate/as needed.
 - Immediately inform DON/Licensed staff of all and any safety hazards.
 - Assist in maintaining cleanliness and orderliness of each resident's room and the Home.
 - On a monthly basis each resident's room will be checked for medications, over-the-counter medications/remedies, food, candy, drinks, and any possible hazardous materials.
 - Participate in all educational in-service programs to ensure DOH compliance of 12 education hours per year.
 - Working knowledge of the Falls Prevention Program – “Falling Star Program”.
 - Working knowledge of the proper procedures for collecting & storing of specimens i.e. urine, stool, saliva, sputum and wound drainage.
 - Accurate Intake at mealtimes
 - Answers signal lights, bells.
 - Serves and collects food trays and feeds patients requiring help.
 - Transports residents to appointments as needed.
 - May need to assist resident by escorting and accompanying them on physician visits.
 - Working knowledge of reporting to the Licensed Nurse and unusual skin break-down, as well as the prevention and caring of residents with bedsores i.e. turning and repositioning (alone or with assistance), reducing pressure on pressure points, preventing skin shearing, and aides used in the bed/chair to prevent bedsores.
 - Encourage all residents to ambulate, take walks with assistance of a device or Nurse Aide/CNA on a regular basis.
 - Encourage all residents to participate in daily activities by letting them know what the daily activity schedule. Is for the day and by participating with the resident when appropriate.
 - Changes bed linens, runs errands, directs visitors, and answers telephone.
 - Following appropriate procedures for passing AM, PM, and HS snacks to the resident's.
 - Maintain a clean refrigerator for resident snacks with daily documented temperature noted.
- Performs other duties as requested by management.

Supervisory Responsibilities:

This position has no supervisory responsibilities at this time.

JOB SPECIFICATIONS:

EDUCATION:

High School Graduate or GED
Registered as a Certified Nurse Aide in Hawaii

CPR/First Aide Certified
Read, Write and Speak English

EXPERIENCE: 3 months as a CNA

PHYSICAL DEMANDS: Requires frequent lifting up to 70 lbs.
Eye-hand-foot coordination essential.

MENTAL DEMANDS: Alert, pro-active as compared to re-active when attending to residents.
Use of sympathy and tact when dealing with residents.

Competencies:

Analytical – synthesizes complex or diverse information; collects and researches data; uses intuition and experience to complement data; designs work flows and procedures.

Design – generates creative solutions; translates concepts and information into images; uses feedback to modify designs; applies design principles; demonstrates attention to detail.

Problem Solving – identifies and resolves problems in a timely manner; gathers and analyzes information skillfully; develops alternative solutions; works well in group problem solving situations; uses reason even when dealing with emotional topics.

Technical Skills – assesses own strengths and weaknesses; pursues training and development opportunities; strives to continuously build knowledge and skills; shares expertise with others.

Customer Service – manages difficult or emotional customer situations; responds promptly to customer needs; solicits customer feedback to improve service; responds to requests for service and assistance; meets commitments.

Interpersonal Skills – focuses on solving conflict, not blaming; maintains confidentiality; listens to others without interrupting; keeps emotions under control; remains open to others' ideas and tries new things.

Oral Communication – speaks clearly and persuasively in positive or negative situations; listens and gets clarification; responds well to questions; demonstrates group presentation skills; participates in meetings.

Written Communication – writes clearly and informatively; edits work for spelling and grammar; varies writing style to meet needs; presents numerical data effectively; able to read and interpret written information.

Teamwork – balances team and individual responsibilities; exhibits objectivity and openness to others' views; gives and welcomes feedback; contributes to building a positive team spirit; puts success of team above own interests; able to build morale and group commitments to goals and objectives; supports everyone's efforts to succeed.

Visionary Leadership – displays passion and optimism; inspires respect and trust; instills motivation and provides proper tools to fulfill the vision; provides vision and inspiration to peers and subordinates.

Change Management – develops workable implementation plans; communicates changes effectively; builds commitment and overcomes resistance; prepares and supports those affected by change; monitors transition and evaluates results.

Leadership – exhibits confidence in self and others; inspires and motivates others to perform well; effectively influences actions and opinions of others; accepts feedback from others; gives appropriate recognition to others.

Quality Management – looks for ways to improve and promote quality; demonstrates accuracy and thoroughness;

Business Acumen – understands business implications of decisions; displays orientation to profitability; demonstrates knowledge of market and competition; aligns work with strategic goals.

Cost Consciousness – works within approved budget; develops and implements cost saving measures; contributes to profits and revenue; conserves organizational resources.

Diversity – demonstrates knowledge of EEO policy; shows respect and sensitivity for cultural differences; educates others on the value of diversity; promotes a harassment-free environment; builds a diverse workforce.

Ethics – treats people with respect; keeps commitments; inspires the trust of others; works with integrity and ethically; upholds organizational values.

Organizational Support – follows policies and procedures; completes administrative tasks correctly and on time; supports organization's goals and values; benefits organization through outside activities; supports affirmative action and respects diversity.

Strategic Thinking – develops strategies to achieve organizational goals; understands organization's strengths & weaknesses; analyzes market and competition; identifies external threats and opportunities; adapts strategy to changing conditions.

Judgment – displays willingness to make decisions; exhibits sound and accurate judgment; supports and explains reasoning for decisions; includes appropriate people in decision-making process; makes timely decisions.

Motivation – sets and achieves challenging goals; demonstrates persistence and overcomes obstacles; measures self against standard of excellence; takes calculated risks to accomplish goals.

Planning/Organizing – prioritizes and plans work activities; uses time efficiently; plans for additional resources; sets goals and objectives; organizes or schedules other people and their tasks; develops realistic action plans.

Professionalism – approaches others in a tactful manner; reacts well under pressure; treats others with respect and consideration regardless of their status or position; accepts responsibility for own actions; follows through on commitments.

Quality - demonstrates accuracy and thoroughness; looks for ways to improve and promote quality; applies feedback to improve performance; monitors own work to ensure quality.

Quantity – meets productivity standards; completes work in timely manner; strives to increase productivity; works quickly.

Safety and Security – observes safety and security procedures; determines appropriate action beyond guidelines; reports potentially unsafe conditions; uses equipment and materials properly.

Adaptability – adapts to changes in the work environment; manages competing demands; changes approach or method to best fit the situation; able to deal with frequent change, delays, or unexpected events.

Attendance/Punctuality – is consistently at work and on time; ensures work responsibilities are covered when absent; arrives at meetings and appointments on time.

Dependability – follows instructions, responds to management direction; takes responsibility for own actions; keeps commitments; commits to long hours of work when necessary to reach goals; completes tasks on time or notifies appropriate person with an alternate plan.

Initiative – volunteers readily; undertakes self-development activities; seeks increased responsibilities; takes independent actions and calculated risks; looks for and takes advantage of opportunities; asks for and offers help when needed.

Innovation – displays original thinking and creativity; meets challenges with resourcefulness; generates suggestions for improving work; develops innovative approaches and ideas; presents ideas and information in a manner that gets others' attention.