

Job Description			
Job Title:	Nursing Assistant/Registered	Building:	Birchwood Health Care Center
Reports to:	Day staff - Immediate Station Nurse Manager; Evening staff – Afternoon Shift Supervisor; Weekend staff – Weekend Supervisor; Night staff – Assistant Director of Nursing	Supervises:	
Level:	1	Classification:	Non-exempt
Status:	Full-time/Part-time	Date Revised:	September 2004

Job Summary:

Responsible for providing non-professional nursing care under the supervision of an RN or monitoring by an LPN.

Qualifications:

Must be registered by the state of Minnesota to work as a nursing assistant in LTC. Must have a genuine interest in geriatrics; patience and tact in dealing with residents, families and visitors, and a willingness to attend 12 hours of in-service education annually per federal guidelines. Must be neat in appearance.

Essential Job Functions:

1. Provides direct nursing care to meet all the physical needs of the residents: e.g. hygiene, dressing, feeding, ambulation, vital signs, answering lights.
2. Performs personal services for residents as time allows. e.g. reading to them, writing letters, operating television and radio, marking clothing.
3. Assists with restorative and rehabilitation programs to assist the resident in reaching his/her highest level of physical and psychosocial well-being and their highest level of independent functioning; i.e. ROM, walking programs, hygiene programs, bowel and bladder programs, positioning programs, feeding programs, etc.
4. Uses proper body mechanics when lifting, transporting and transferring.
5. Prevents the spread of infection and maintains a clean environment by frequent hand washing and proper linen handling. Understands and follows universal precaution guidelines.
7. Notifies charge nurse of any changes in the residents--noting physical condition, attitude, reactions, appetite, etc.
8. Utilizes daily assignment sheets and NA information book daily to know the most recent care guidelines for their assigned residents.
9. Receives and gives report on their assigned residents.
10. Completes daily documentation on flow sheets.
11. Observes resident's rights--providing dignity, privacy and confidentiality.
12. Attends staff meetings on a regular basis. Completes minimum of 12 hours of in-service training annually.
13. Cooperation with supervisors:
 - Completes tasks with accuracy and neatness with minimal supervision.
 - Follows direction on a timely basis.
 - Respects authority.
 - Is loyal to the organization.

14. Cooperation with co-workers:
 - Assists other staff members willingly.
 - Maintains a positive and enthusiastic attitude.
15. Adheres to safety policy of facility, monitors and educates co-workers in safe work habits.
16. Maintains acceptable attendance levels.
17. Performs job in safe manner according to established safety procedures and encourages and supports others in the safe performance of job duties.
18. Participates in and supports Quality efforts throughout the facility.
19. Other duties as assigned by supervisor(s).