

## Clark County Wisconsin Position Description



**Job Title:** Certified Nursing Assistant  
**Department:** Nursing  
**Reports To:** RN, LPN, NCC, Director of Nursing  
**Pay Schedule:** M  
**FLSA Status:** Hourly  
**EEOC Job Code:** 8011 (FT); 8062 (PT); 8063 (Casual)  
**EEOC Function:** 7

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### **Purpose of Position:**

The Certified Nursing Assistants provide a safe environment, assist with activities of daily living per the individualized plan of care or program plan, give emotional and social support, and attend to the resident's physical comfort.

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### **Minimum Training and Experience Required to Perform Essential Job Functions**

A high school diploma or its equivalent and completion of a Nursing Assistant course is required. Must be registered on the Wisconsin Nurse Aide Registry and have the ability to work cooperatively and function as a member of the interdisciplinary team. Requires the ability to read/write English, document observations and verbally communicate with residents, families, the public and other members of the facility. Must be honest, dependable and exhibit a warm, cheerful, and caring manner, with the ability to safely perform the essential job functions with or without reasonable accommodation.

### **Essential Duties and Responsibilities**

The following is a list of responsibilities expected of staff in this position; this information may be updated and modified as needed due to program modifications, technology changes, or regulatory compliance.

- Perform resident care needs alone or with another staff member giving total care or assisting residents with:
- Provide bed bath, tub bath or shower to residents
- Provide oral, hair and nail care, shaving, dressing and undressing, application of make-up.
- Provide elimination needs including toileting by offering bedpan, urinal or taking to bathroom.
- Ambulate, transfer, or help change position by using assistive devices such as a walker, wheelchair, mechanical lift, gait belt or lift sheets.
- Provide meals & snacks to residents according to established protocols, maintain intake and output as requested, weigh residents as instructed.
- Participate in activities as directed for those who are cognitively impaired.
- Assist in providing quality care to all residents throughout the shift.
- Answer all call lights promptly.
- Take and record temperature, pulse, respiration, and blood pressures.
- Observe and report physical and/or behavioral changes immediately to charge nurse.
- Perform all resident care as assigned and according to plan of care, nursing department policies, and procedures.
- Participate in care conferences of residents.
- Assure that all residents' rights are maintained at all times.
- Report any violations or suspected deviations according to facility policies
- Follow all safety, security, infection control and hazardous materials policies and procedures.

- Perform all tasks to assure resident and personal safety and the protection of facility property.
- Provide a pleasant and cooperative working environment within Nursing Service.
- Work tactfully and cooperatively with residents, families, visitors and the entire staff throughout the facility.
- Know and follow existing lines of communication and authority.
- Attend department meetings and seminars as requested.
- Work the assigned schedule to meet the needs of the department
- Maintain confidentiality of all the department and organizational information
- Attend mandatory in-service training and complete at least 12 hours of in-service training annually.

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## **OTHER SKILLS AND ABILITIES**

### Sensory

- Vision: Must be able to continuously see objects up close so as to notice a change in the resident's condition (breathing, color, skin breakdown, etc.). Ability to focus and read a thermometer, and distinguish colors for warning lights.
- Hearing: Must be able to continuously hear normal sounds and voice patterns with some background noise. Must have adequate hearing to receive verbal instructions. Must also be able to hear audible emergency signals, alarms, call light indicators and to be able to answer the phone
- Smell: Must be able to detect the smell of smoke, spoiled food, soiled linen, etc.
- Speech: Must be able to continuously articulate clearly and precisely.

### Cognitive

- Concentration: Ability to concentrate on moderate details with frequent interruptions.
- Attention Span: Attend to a function from 10 to 25 minutes
- Conceptualization: Must be able to understand and relate specific ideas and concepts.
- Memory: Must be able to remember multiple tasks and assignments over a period of (8) hours.
- Emotional Stability: Must be able to continuously deal effectively with stress created by sick residents, multiple tasks, noises interruptions, and work cooperatively as part of the health care team while maintaining a pleasant demeanor.

### Computer and Office Equipment:

- Ability to operate office equipment including computer, telephone, and calculator.

### Mathematical Ability:

- Ability to calculate figures and amounts such as percentages and volume. Ability to apply concepts of basic math.

### Language Ability, Interpersonal Communication Skills, and Other Knowledge and Skills:

- Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.
- Ability to speak effectively before residents, families, and other members of the organization.

### Reasoning Ability:

- Ability to apply common sense understanding to carry out instructions in written, oral, or diagram form.

### Environmental Adaptability:

- Ability to interact positively with public and others.

## CONDITIONS OF EMPLOYMENT

### Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

	Never (0%)	Occas. ≤44% of time	Freq. 45-66% of time	Contin. 67-100% of time
<b>LIFT/CARRY</b>				
1 – 10 lbs.				X
11 – 20 lbs.			X	
21 – 50 lbs.			X	
51 – 75 lbs.			X	
76 – 100 lbs.		X		

	Never (0%)	Occas. ≤44% of time	Freq. 45-66% of time	Contin. 67-100% of time
<b>PUSH/PULL</b>				
1 – 10 lbs.			X	
11 – 20 lbs.			X	
21 – 50 lbs.			X	
51 – 75 lbs.			X	
76 – 100 lbs.		X		

	Never (0%)	Occas. ≤44% of time	Freq. 45-66% of time	Contin. 67-100% of time
<b>MOVEMENT</b>				
Bend/Stoop/Twist			X	
Crouch/Squat		X		
Kneel/Crawl		X		
Reach above shoulders		X		
Reach below shoulders				X
Repetitive Arm Use			X	
Repetitive Wrist Use		X		
Repetitive Hand Use				
Grasping		X		
Squeezing		X		
Climb Stairs/Ladder		X		
Uneven Walking Surface		X		
Even Walking Surface		X		

	Never (0%)	Occas. ≤44% of time	Freq. 45-66% of time	Contin. 67-100% of time
<b>EQUIPMENT USE &amp; OPERATION</b>				
Motor Vehicles		X		
Operate Foot Pedals		X		

	Never (0%)	Occas. ≤44% of time	Freq. 45-66% of time	Contin. 67-100% of time
<b>WORK WITH/NEAR</b>				
Machinery		X		
Electricity	X			
Power Tools	X			
Impact Tools	X			
Chemicals		X		
Fumes		X		
Height	X			

	Never (0%)	Occas. ≤44% of time	Freq. 45-66% of time	Contin. 67-100% of time
<b>ENVIRONMENT</b>				
Indoors				X
Outdoors	X			
Extreme Heat	X			
Extreme Cold	X			
Dusty	X			
Excessive Noise	X			
Other (explain)	X			

<b>ENDURANCE</b>		
Task	Hours at one time	Total Hours in 8 Hr Day
Sit	0	1
Stand	0	2
Walk	1	5

<b>VISION REQUIREMENTS</b>	
Depth Perception	X
Less than 20 inches	X
Color Vision	X
Peripheral Vision	X

<b>ADDITIONAL CONSIDERATIONS (Including clarification of any of the above)</b>	
<p><b>Strength:</b> Ability to transfer, lift, move, and turn a resident to or from a bed, wheelchair, mechanical lift, toilet, tub and shower and occasionally the floor. Requires varying degrees of pushing, pulling and lifting due to the differences in resident weights which could be over 100 pounds. Ability to <u>independently</u> lift up to 50 pounds frequently. <b>Manual Dexterity:</b> Must be able to continuously perform simple manipulative tasks such as the equipment listed above as well as safety pins, buttons, snaps, buckles, and tie strings. Occasionally perform difficult manipulative tasks. <b>Coordination:</b> Ability to safely assist a resident with all ADL's, transfers and ambulation requiring good hand/eye coordination, steadiness and the ability to move about in tight spaces, between objects, equipment and furniture. As a C.N.A. there are a variety of tasks throughout the day. Physical ability to lift, push, pull, twist, and bend is essential. Clear understanding of proper body mechanics is required.</p>	

Clark County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the employer.

By signing below, I certify that I have read the above information and am able to perform the essential job functions as it pertains to this position.

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Supervisor's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

Clark County Position Description  
Certified Nursing Assistant  
Revised 5/17/19