

## **HOSPICE MINISTRIES, INC**

**POSITION:** Certified Nursing Assistant  
**SCHEDULED WORK HOURS:** Per schedule  
**STATUS:** Part-time and full-time hourly, non-exempt from overtime  
**DEPARTMENT:** In-home Division  
**REPORTS TO:** In-home Nursing Coordinator  
**DATE APPROVED:** 03-03

### **GENERAL PURPOSE OF JOB:**

To assist the nursing staff in the rendering of patient care by providing those services necessary for patient's comfort and personal hygiene requiring little or no variation in routine. Practices Universal Precautions on all patients. Always maintains patient / family confidentiality.

### **JOB SUMMARY:**

Performs direct patient care under the direction and supervision of the Registered Nurse.

### **ESSENTIAL FUNCTIONS:**

1. Administers bath and basic hygiene measures to patients. Includes shaving, linen change, tub, shower, or bed-bath, mouth care, perineal care, and nail care, combing hair at each visit, and washing hair once a week.
2. Performs simple range-of-motion exercises after instruction by licensed physical therapist.
3. Provides for safe and clean patient environment.
4. Administers tap-water or soap-suds enemas according to procedure and reports results or problems to the nurse.
5. After proper training, performs ostomy care and catheter care.
6. Assists with turning, lifting, or walking patients.
7. Offers and provides physical, emotional, and spiritual comfort measures. Reports problems to the nurse or other appropriate staff member.
8. Assists with small meal preparation and / or feeding patients as needed.
9. Promptly reports any changes in patient needs to RN or in-home nursing coordinator.
10. Demonstrates effective time management by completing assignments appropriately and in a timely manner.
11. Adheres to Infection Control policies.
12. Attends IDT meetings and monthly C.N.A. meetings.
13. Is polite, courteous, and responsive to patients, families, visitors, and co-workers.
14. Adheres to Hospice Ministries dress code.
15. Assists with other duties, including assisting other C.N.A.'s as assigned.
16. Completes annual education requirements and attends in-service programs.
17. Provides proper notification for absence and tardiness.
18. Completes and turns in documentation each Monday for the preceding week.

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19. Phones patient / caregiver and primary nurse if unable to make visit within one hour of scheduled visit time.
20. Reports to in-home nursing coordinator if unable to make a patient visit.
21. Rotates holidays and weekends as assigned.
22. Maintains employment certifications, i.e. CNA certification, immunization, physical exam, etc.
23. Ability to operate automobile and current drivers license and insurance

### **ADDITIONAL RESPONSIBILITIES:**

Other duties as assigned.

### **KNOWLEDGE, SKILLS, AND ABILITIES:**

1. Must have a working knowledge of agency clinical policies and procedures that pertain to job performance.
2. Must possess knowledge of OSHA regulations and Universal Precautions.
3. Must successfully complete C.N.A. competency examination.
4. Must demonstrate good communication skills.
5. Maintains professional appearance according to dress code.
6. Ability to interpret basic medical terminology pertinent to patient care.

### **EDUCATION AND EXPERIENCE:**

1. Minimum of a GED/high school diploma
2. Must possess certification as a nursing assistant

### **PHYSICAL REQUIREMENTS:**

1. Must be able to lift and turn patients of various weights
2. Lifting—raise light objects from a lower to higher position or move objects horizontally from position to position.
3. Able to read handwriting of varying styles.
4. Able to sit and perform tasks for extended period of time, ability to concentrated required during distractions and interruptions.
5. Agile. Able to a. stoop-bend downward and forward, b. kneel-bend legs at knee, c. crouch-bend body downward and forward, d. reach-extend hands and arms, e. stand, f. finger and grasp-type, pick, pinch, and apply pressure to an object with fingers and palm.
6. Visual acuity. Good. Able to prepare and analyze data and figures, use computer terminal and read.
7. Talking. Able to express or exchange ideas by means of the spoken word to convey detailed or spoken instructions accurately, loudly, and quickly.
8. Hearing. Ability to receive detailed information through oral communication.

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By signing this job description, I acknowledge that I have read, understand, and have discussed my job duties and role at Hospice Ministries with my supervisor.

Employee: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_