



Adrian Dominican Sisters

JOB DESCRIPTION

Nursing Assistant

Dominican Life Center

Issue Date: 5/1/97	Rev. No. 2	Rev. Date: 08/07/17	Page 1 of 3	Approved By: <i>Sandra Place</i>
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DEPARTMENT: DLC Nursing

REPORTS TO: Community Nurse and Clinical Shift Supervisor

FLSA: Non-exempt

GENERAL SUMMARY:

The nursing assistant position provides quality nursing care to residents; implements specific procedures and program; coordinates work within the department, as well as with other departments; reports pertinent information to the immediate supervisor; responds to inquiries or requests for information; and assists the immediate supervisor with tasks to support department operations. All duties are performed in accordance with the mission, vision and values of the Adrian Dominican Sisters.

PRINCIPAL DUTIES AND RESPONSIBILITIES:

1. Provides quality nursing care to Sisters living in the DLC in an environment that promotes their rights, dignity, freedom of choice and individuality as illustrated by the following:
 - a. Provides individualized attention, which encourages each Sister's ability to maintain or attain the highest practical physical, mental and psychosocial well-being.
 - b. Is knowledgeable of the individualized care plan for Sisters and provides support to the Sisters according to their care plan. Contributes to the care planning process by providing the nurse or other care planning staff with specific information and observations of the Sisters' needs and preferences.
 - c. Attends to the individual needs of Sisters, which may include assistance with grooming, bathing, oral hygiene, feeding, incontinent care, toileting, colostomy care, prosthetic appliances, transferring, ambulation, and range of motion, communicating or other needs in keeping with the individuals' care requirements.
 - d. Maintains the comfort, privacy, and dignity of Sisters in the delivery of services to them. Interacts with Sisters in a manner that displays respect, warmth and promotes a caring environment.
 - e. Fully understands all aspects of Sister's rights, including the right to be free of restraints and free of abuse. Is responsible for promptly reporting to the community nurse or administrative staff incidents or evidence of resident or violation of rights.
 - f. Assists in maintaining a safe, neat and clean environment; reports environmental deficiencies to the community nurse such as lighting or equipment problems.
 - g. Protects and respects the personal belongings of each Sister, including eyeglasses, dentures, hearing aids, furnishings, jewelry, clothing and memorabilia. Promptly reports missing items according to established policy and participates in efforts to locate missing items.
 - h. Respects the time and space necessary for spiritual reflection around the Eucharist and other items of spiritual significance.

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- i. Observes residents for changes in condition or behavior and promptly reports these changes to appropriate licensed nursing personnel.
 - j. Provides care that maintains each Sister's skin integrity to prevent pressure ulcers, skin tears and other damage by changing incontinent Sisters, turning, repositioning immobile Sisters and by applying moisturizers to fragile skin and other areas.
 - k. Answers call lights promptly and courteously.
 - l. Performs various tasks assigned by the community nurse, including checking vital signs, weighing Sisters, applying creams/ointments and collecting specimens.
 - m. Assists with orienting residents to the Dominican Life Center on admission and to the community when transfers occur.
 - n. Lifts, moves and transports residents, using proper body mechanics or lifting devices for accident prevention in accordance with the Safe Transfer Policy.
 - o. Communicates and interacts effectively and tactfully with the residents, visitors, families, peers, and supervisors.
 - p. Assists and escorts Sisters to appointments such as at the beauty shop or attending campus activities or church services. Participates in activities and functions as directed.
 - q. Practices careful and efficient use of supplies and linen.
 - r. Completes nursing assistant records documenting care provided or other information in keeping with department policies.
 - s. Performs all job responsibilities in accordance with prescribed safety and infection control procedures, including thorough hand washing, use of disposable gloves where indicated and proper disposal of soiled materials.
 - t. Walks extensively to and from various locations of the unit while making rounds and transports residents within the facility.
 - u. Promotes a homelike environment for Sisters.
2. Responds to inquiries relating to her particular area or to requests from Sisters, visitors and other personnel within given time frames and established policy.
 3. Responds appropriately to safety hazards and/or emergencies following written campus procedures. Complies with all safety policies and procedures by practicing safety and health while performing duties.
 4. Performs other duties as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES:

1. Ability to approach people in a manner that creates harmony, promotes cooperation, and encourages feelings of acceptance and self worth.
2. Ability to maintain good working relationships with others, regardless of personal preference. Ability to work together and use tact and good judgment in dealing with a variety of personalities.
3. Ability to recognize needs and desires of others and to be respectful and courteous to others.
4. Ability to express concerns properly without an attitude of complaining or undermining.
5. Willingness to listen and desire to understand what is being communicated.
6. Ability to see what needs to be done and does it.
7. Ability to convey patience and compassion with all Sisters, especially those experiencing memory loss
8. Ability to accept and cooperate with change in work and/or procedures with ease.

PHYSICAL DEMANDS:

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The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to talk and hear.

This position is very active and requires standing, walking, bending, kneeling, stooping, crouching, crawling and climbing all day. The employee must frequently lift or move objects and patients weighing over 46 pounds.

Must be available for mandation, up to 8 hours in excess of normally scheduled shifts.

REQUIRED EDUCATION AND DESIRED EXPERIENCE:

1. High school diploma or GED.
2. Has completed CENA class or 1 year of long term care experience.

POSITION TYPE/EXPECTED HOURS OF WORK:

1. This position regularly requires long hours and frequent weekend work. Must be available for mandation, up to 8 hours.

WORKING CONDITIONS:

1. Willingness to be flexible in various job assignments and responsibilities.
2. Generally busy communities with times of numerous interruptions
3. Varied work schedule. Must be available for mandation, up to 8 hours.
4. Both part-time and full-time positions depending on assignment

ACCOUNTABILITY:

Accountable to: Community Nurse and Shift Supervisor

The above statements are intended to describe the general nature and level of work required of this position. It is not meant to be an exhaustive list of all responsibilities, duties, and skills required. Duties, responsibilities and activities may change at any time with or without notice.

Co-worker

Supervisor

Date