

ORGANIZATION: Harney County
LOCATION: Burns, Oregon
DEPARTMENT: Health Department

DATE: January 2009

JOB TITLE: Certified Nurse's Aide

PURPOSE OF POSITION: Provide in-home household management assistance and personal health and hygiene care to disabled, chronically, and terminally ill patients.

ESSENTIAL JOB FUNCTIONS:

Perform bathing, personal care, and basic health and hygiene needs of clients including bowel and bladder care, dressing/undressing, feeding, taking vital signs, prescribed skin and scalp treatments, and monitoring health care equipment.

Perform light housekeeping responsibilities including sweeping, vacuuming, dusting, mopping, and cleaning of bathrooms and kitchens for sanitation and safety. Launder clothing.

Plan menus, shop for food, and prepare meals in accordance with basic nutritional guidelines and/or special nutritional requirements.

Assist clients with physical activities of daily living including movement from lying to sitting or standing positions.

Provide and/or assist with personal hygiene and grooming tasks.

Provide social and emotional support for clients.

Assist clients in health tasks and routines including specialized bathing and medication requirements identified in the client's care plan.

Perform first aid and respond to medical emergencies.

Assist clients in maintaining mobility and flexibility activities through exercise, ambulation range of motions, etc.

Maintain records of client services performed and observations on client health status. Report note of change in client health to supervisor.

Follow all rules of professional ethics, HIPAA, and confidentiality regulations.

Provide training and orientation to volunteers, students and newly assigned personnel concerning site policies and practices.

Follow all safety rules and procedures for work areas.

AUXILIARY JOB FUNCTIONS: Perform various general office tasks in support of department as workload or staffing levels dictate. Maintain proficiency by attending training and meetings, reading materials, and meeting with others in areas of responsibility. Maintaining work areas in as clean and orderly manner.

JOB QUALIFICATION REQUIREMENTS:

MANDATORY REQUIREMENTS: Knowledge of personal hygiene and care procedures, nutrition standards, basic nursing techniques of taking vital signs, massage and rotation of joints. Knowledge of needs of the disabled, ill and elderly, house cleaning, food preparation and laundry techniques. Equivalent to high school education supplemented by additional training, or any satisfactory combination of experience and training which demonstrates the knowledge, skills, and abilities to perform the above duties.

SPECIAL REQUIREMENTS/LICENSES: Possession of Certified Nurse's Aide and Home Health Aide certification. Possession of valid driver's license.

DESIRABLE REQUIREMENTS: Previous experience working with terminally ill patients.

PHYSICAL DEMANDS OF POSITION: While performing the duties of this position, the employee is frequently required to sit, stand, bend, kneel, stoop, communicate, reach, and manipulate objects. The position requires mobility. Duties involve moving materials weighing up to 10 pounds on a regular basis such as files, books, household and office equipment, etc., and may infrequently require moving adults or other materials requiring exertion equivalent to 75 pounds. Manual dexterity and coordination are required less than 50% of the work period while operating equipment such as computer keyboard, calculator, standard office equipment, household appliances, etc.

WORKING CONDITIONS: Work is performed both in an office environment and in the field when making in-home visits. Field work requires the operation of a motor vehicle in all weather conditions and requires direct contact with the patient. Position is exposed to illness and irrational or belligerent clients and family. Position is exposed to bodily fluids, blood, infectious waste and diseases, and chemicals on a routine basis. Position is exposed to illness and irrational or belligerent clients and family.

SUPERVISORY RESPONSIBILITIES: None.

SUPERVISION RECEIVED: Works under the general supervision of the Health Supervisor.