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## CNA/GNA JOB DESCRIPTION

### **POSITION TITLE:**

CNA/GNA

### **REPORTS TO**

DON/RN Supervisor

### **POSITION SUMMARY**

Responsible for providing routine daily nursing and personal care services to clients, according to the Certified Nursing Aide assignment and in accordance with our established nursing care procedures, and as may be directed by the Registered Nurse.

The CNA/GNA is responsible to the Director of Nursing/RN Supervisor. In being assigned to a home, the CNA/GNA is responsible to the assigned home under the direct supervision of the RN, for providing quality care.

### **QUALIFICATION:**

- High school graduate or GED equivalent
- Minimum of one (1) year recent experience in a homecare setting within a period of two (2) years.
- CNA /GNA Certificate in the **State of MD**
- Proficient in the English Language
- Good verbal and written skills
- Current First Aid and CPR
- Current: Health Certificate (within the past 12 months)
- MMR (immunization record or current titer level)
- PPD/C chest X-ray (within the past 12 months)

### **JOB DUTIES**

The CNA/GNA is responsible to the family member and client. The CNA/GNA is under the direct supervision of the RN for providing quality care by:

- Providing personal care and assisting with hygiene, including necessary baths, oral hygiene, and shampoo and changing bed lines.
- Assisting with all activities of daily living such as meal preparations, and light housekeeping
- Rendering patient care based on the developed nursing care plan
- On-going assessment or observing, reporting, and recording or document over changes in client's condition such as experiencing withdrawal, and implements nurse and physician orders and reporting problems in a timely manner to the appropriate person



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- Takes and records temperature, pulse, respiration and blood pressure with appropriate skills and competency
  - Maintaining cleanliness of assigned client and work area
  - Functioning in an effective manner in emergency situations
  - Carrying out basic patient care procedures safely, accurately and according to agency protocol
  - Report all complaints and grievances made by the client
  - Report and document all incidents report in a timely manner
  - Use only authorized abbreviations established by the family/ facility when recording information
  - Supporting health teaching and patient care delivered by licensed nursing personnel
  - Performing tasks and/ or interacting with client, families, staff and other personnel in a courteous, honest and compassionate manner
  - Documenting accurate basic information and date on appropriate forms
  - Running errands and driving client to doctor's appointment
  - Works effectively with the nursing team to assure they have adequate information to provide appropriate care
  - Attends and participates in regularly scheduled meetings and in-service training.
  - Pursues continuing educational opportunities
  - Responsible for participation in Quality Management Plan to assist in identifying and correcting problem areas, and/or the improvement of services
  - Notify the RN when late or absent from work
  - Communicates effectively and professionally
  - Performs related duties as assigned

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

- Comprehensive knowledge of nursing care
- Ability to maintain detailed records
- Ability to establish and maintain positive, professional relationships
- Ability to collect laboratory specimen if necessary and needed

### **PHYSICAL REQUIREMENTS**

- Must be able to move intermittently or documentation of good physical condition to allow standing, bending, stretching, walking, pulling, pushing, and lifting, able to lift a minimum of 50 lbs., push, and pull light to



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moderate loads throughout the workday

- Must be able to speak the English language in an understandable manner
- Must be able to cope with the mental and emotional stress of the position
- Must be able to see and hear, or use prosthetics that will enable these senses to function adequately to assure that the requirements of this position can be fully met
- Must function independently, have flexibility, personal integrity, and the ability to work effective with client, personnel, and support agencies
- Must be in good general health and demonstrate emotional stability
- Must be able to relate to and work with the ill, disabled, elderly, emotionally upset, and at times hostile people within the facility or home visit
- Must be able to function in a practice environment with minimal direct supervision

I have read and understand the above job description of the CNA/GNA

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CNA/GNA Name & Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Rep. Name & Signature

\_\_\_\_\_  
Date