



JOB DESCRIPTION

JOB TITLE:	Certified Nursing Assistant (CNA)
SALARIED/EXEMPT:	N/A
REPORTS TO:	Registered Nurse Case Manager
SUPERVISES:	No Direct Reports
TRAVEL EXPECTATION:	Yes
LOCATION:	Local Branches in Indiana/Illinois

JOB SUMMARY:

The CNA provides assistance to the professional staff. Daily responsibilities will be to deliver direct care to patients as directed by the registered nurse case manager (RNCM). The CNA role will be to maintain patient comfort and safety.

MAJOR JOB FUNCTIONS:

- Promotes and practices the Charles Ford Hospice in Harmony philosophy and mission.
- Adheres to Charles Ford Hospice in Harmony core values with complete regard for the dignity of each person.
- Represents Charles Ford Hospice in Harmony with integrity, free of gifts or improper inducements.
- Knows and adheres to all Charles Ford Hospice in Harmony policies and procedures as well as safety, environmental and infection control standards.
- Complies with HIPAA Privacy Act by protecting confidential patient information.
- Demonstrates competency in Activities of Daily Living (ADL) by serving meals, offering fresh water and snacks; helping patients ambulate; and turning, positioning, and transferring.
- Takes care of patients' personal hygiene by assisting with or giving bed baths, baths, or showers; toileting and oral hygiene; providing backrubs and skin care; and keeping patients clean at all times.
- Follows the Plan of Care (POC) as established by the RNCM.
- Communicates to the RNCM any changes in the patient or the POC.
- Participates in all training and continuing education and annual evaluations.
- Performs all other duties as assigned.

REQUIREMENTS:

- High-school diploma or GED
- Certified Nursing Assistant with current certification in Indiana and Illinois
- 1-2 years of experience in home care setting
- Current CPR certification
- Must be a licensed driver with an automobile that is in good working order and demonstrate ongoing insurance in accordance with state requirements.



SKILLS/ABILITIES/KNOWLEDGE:

- Knowledge of computer use
- Ability to communicate verbally and in writing.
- Work with minimal supervision
- Consistently demonstrate dependability and punctuality

APPROVALS

Employee Print Name

Employee Signature

Date

Supervisor Print Name

Supervisor Signature

Date

Approved: AK