

Murphy-Harpst Children's Centers, Inc.

**Job Description**

Certified Nursing Assistant

**Incumbent:**

**Hire Date:**

**Immediate Supervisor:** Director of Nursing Standards

**Department:** RBWO Support Services

**FLSA Status:** Hourly

**Employees Supervised:** None

**Infection Control Exposure Risk Category:** II

**Summary of Major Essential:**

Functions:

- Provide basic nursing care to non-acutely ill/minor injury clients within the Nursing Assistant's scope of practice that includes actions that meet psychosocial needs and physical needs.
- Demonstrate ability to communicate to the LPN and/or RN any observed changes in patient and responses.
- Maintain awareness of the needs of the pediatric client population.
- Provide explanation to client prior to administering care; answer questions within the scope of practice.
- Demonstrate ability to perform treatments and provide services within scope of practice.
- Communicate appropriately and clearly Nursing staff, Cottage/School staff and physicians.
- Consult other departments as appropriate to provide for an interdisciplinary approach to the client's needs.
- Demonstrate an ability to assist nurses and physicians with procedures and performs services requiring technical and manual skills under the direction of the LPN/RN.
- Demonstrate an ability to be flexible, organized and function under stressful situations.
- Respond to client in emergency or physically distressful situations.
- Treat clients with respect and dignity; ensures client confidentiality.
- Maintain a good working relationship both within the department and with other departments.
- Manage and operate equipment safely and correctly.
- Coordinate and supervises client care under the direct supervision of the LPN/RN.
- Demonstrate knowledge of disease entities.
- Ensure that asepsis technique is carried out during treatments and special procedures.
- Perform other duties as assigned.
- Strong organizational and interpersonal skills.
- Ability to determine appropriate course of action in more complex situations.
- Ability to manage multiple and simultaneous responsibilities and to prioritize scheduling of work.
- Ability to complete work assignments accurately and in a timely manner.

## QUALIFICATIONS

Educational: Nursing Assistant Certificate

Work Experience: 2 years of direct care experience

Position Specific:

- Ability to work with emotionally disturbed, learning disabled and/or mentally handicapped students.
- Current Basic Life Support (BLS)
- Must be able to walk between Cottages and utilize stairs.

All Staff: Ability to think globally, solve problems and have good decision-making skills, including critical thinking skills. Strong written and oral communication skills. Proficiency in computer skills, especially Outlook, Word and Excel. Ability to work in and adapt to the culture of multi-cultural, community-based organization. Commitment to maintain confidentiality. Understanding of the Agency's mission and culture and the ability to maintain appropriate boundaries with staff and clients in all circumstances. Be at least twenty-one (21) years of age or older. Pass a pre-employment drug screen. Have a clean criminal background. Agency must receive DHS and/or DBHDD clearance. Have a favorable review from ten (10) year employment history, and relative/social reference.

Work Schedule: 40 hours per week - hours may vary, depending on clinic needs.

Physical Requirements: Position requires that incumbent be physically and emotionally fit to perform the duties outlined by being able to do the following on a regular scheduled basis: Ability to lift 60 – 120 pounds unassisted or 120 – 200 pounds with assistance; be able to withstand long periods of standing, walking or taking part in physical activities; maneuver up and down stairs; be highly alert with very quick reflexes in order to respond to emergency situations. Exposure to blood and body fluids, communicable diseases and repetitive motions.

## INDIVIDUAL COMPETENCIES & GENERAL RESPONSIBILITIES

- Works with Clinic staff and Cottage and School Leaders/Assistant Leaders to coordinate and ensure that medication passes are completed/documented in a timely manner.
- Works with Clinic Staff on scheduling clients to be assessed by Nurse, as needed.
- Complete annual education requirements.
- Maintain regulatory requirements, including all state, federal and local regulations.
- Participate in performance improvement and continuous quality improvement activities.

## ALL STAFF DUTIES

- Represent Murphy-Harpst Children's Centers, Inc. in a professional manner at all times.
- Maintain a direct line of communication with supervisor regarding all work.
- Keep informed of scheduled leaves, holidays, and other request and/or grievances.
- Work cooperatively with all staff and administration in seeing that the needs of the Agency are met and maintained.

- Comply with all agency policies and procedures.
- Attend meetings as requested.
- Maintain confidentiality requirements.
- Perform other duties as agreed upon and or assigned by the supervisor.

PROFESSIONAL DEVELOPMENT

- Complete all mandatory annual/bi-annual educational training.

ENVIRONMENT OF CARE

- Participates in at least one fire drill per year.
- Takes corrective action and notifies supervisor/manager when unsafe conditions exist for residents or staff.
- Reports work related injuries immediately to supervisor.

I certify that I have reviewed and received a copy of my job description and reviewed each point with my direct supervisor.

_____	_____
Employee Signature	Date
_____	_____
Supervisor Signature	Date