

**Hope Creek Care Center**  
Classification Description  
For  
Certified Nursing Assistance

Department :	Nursing Services
Supervisor :	Charge Nurse-Supervising Nurse
Work Area :	Assigned Unit
Salary :	See Current Wage Scale

Primary Function:

To execute duties under the direction and supervision of the Charge Nurse on the unit, according to assignment and in the manner outlined in the nursing manual.

Representative DUTIES:

1. Functions related to direct care of resident:
  - a. Personal hygiene.
  - b. Grooming.
  - c. Environment.
  - d. Clothing.
  - e. Nourishment and fluids.
  - f. Answering call signals.
  - g. Restorative nursing.
2. Functions related to programming:
  - a. Transporting residents.
  - b. Supervision during functions.
  - c. Encouraging participation.
3. Functions related to physical plant:
  - a. Observe and report needed repair and services.
  - b. Maintain all service area in clean and orderly condition.
  - c. Practice economy in use of utilities.
4. Performs other duties as assigned.

GENERAL:

To execute duties in functions related to direct care of resident regarding personal hygiene, grooming, clothing, nourishment, fluids, environment, restorative nursing and answering call lights. Also, duties related to programming such as encouraging participation, supervising during functions and transporting residents. Duties related to physical plant on anything needing repair or service.

Functions related to cleaning supplies and equipment and all duties related to reporting and recording pertinent information.

**CLASSIFICATION REQUIREMENTS:**

A. Physical:

1. Must be free from communicable diseases as required by State Laws.
2. Ability to walk, stoop, lift and transfer patients as described on the attached job analysis.
3. For the safety of residents and other employees, must be able to fulfill all the essential nursing requirements according to the license staff CNA job analysis.

B. Special:

1. Comply with home's policy and procedures.
2. Able to accept changes and adapt to added assignments as the need arises.
3. Interest in learning, ability to cooperate.
4. Good grooming habits and willingness to conform to the department's dress code.
5. Willing to work under close supervision.

C. Acceptable Experience and Training:

1. Must be certified or eligible to be certified according to the requirements of the Illinois Department of Public Health.

Signature \_\_\_\_\_ Date: \_\_\_\_\_