

Unit 1 Lesson 1 - Sample job description 1

NURSING ASSISTANT

Job Title : Nursing Assistant
Department : xxxxxxxxxxxxxxxx
Reports To : NF Director of Nursing/Assistant D.O.N.

Summary :

Provides personal and direct care services to mentally ill, mentally retarded and geriatric nursing facility resident by performing the following duties.

Essential Duties and Responsibilities :

Include the following. Other duties may be assigned. Assists residents with dressing, bathing oral hygiene and related personal care. Serves food, feeds residents and collects trays when necessary. Maintains clean and dry bed, changes bed linen, gathers and deposits soiled laundry. Lifts residents in and out of beds and wheelchair, positions residents when necessary. Observes residents to report physical and behavioral symptoms to medical personnel in charge. Takes and records resident's blood pressure, temperature, pulse, respiration and weight. Makes routine entries into residents' charts. Duties includes work weekends and overtime hours.

Qualifications : To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience : High school diploma or general education degree (GED) and at least six (6) months related experience and/or training; or equivalent combination of education and experience.

Language Skills : Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to clients and other employees of the organization.

Mathematical Skills : Ability to add and subtract two digit numbers and to multiply and divide with 10's and 100's. Ability to perform these operations using units of American money and weight measurement, volume and distance.

Reasoning Ability : Ability to apply commonsense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized form.

Certificates, Licenses, Registrations : Must be registered in the State of Iowa with a approved Nurse Aide certification.

Physical Demands : The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms; stoop, kneel, crouch, or crawl and talk or head and smell. The employee is frequently required to climb or balance. The employee is occasionally required to sit. The employee must regularly lift and /or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

Work Environment :

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this Job, the employee is occasionally exposed to outside weather conditions. The noise level in the work environment is usually moderate.