



Certified Nursing Assistant Position Description

Certified Nursing Assistant Responsibilities

Basic Function

To provide professional Certified Nursing Assistant services to clients according to HIHC policies.

Primary Responsibilities

- All primary responsibilities of a companion and home helper (see above descriptions)
- Assisting clients with grooming
- Assisting clients with bathing
- Assisting clients with incontinence care

Companionship Responsibilities

Basic Function:

To provide professional companionship services to clients according to HIHC policies.

Primary Responsibilities:

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| <ul style="list-style-type: none"> • Companionship & Conversation • Arrange & Remind for Appointments • Medication Reminders and Observation • Meal Planning, Preparation & Clean-up • Plan and Assist with Entertainment • Answer the Telephone & Door Dressing Assistance | <ul style="list-style-type: none"> • Provide Safety Assurance • Participate in Crafts and Games • Supervise Home Maintenance • Oversee Home Deliveries • Maintain Client Calendar • Provide a Stable Bathing Environment |
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Home Helper Responsibilities

Basic Function

To provide professional housekeeping services to clients according to HIHC policies.

Primary Responsibilities:

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| <ul style="list-style-type: none"> • Meal Preparation & Grocery Shopping • Light Housekeeping • Laundry & Ironing, Pick-up/Deliver Dry Cleaning • Take Out Garbage • Make Beds and Change Linens | <ul style="list-style-type: none"> • Pick Up Prescriptions • Escort to Appointments & Events • Assist with Pet Care • Organize & Clean Closets • Dust Furniture • Care of Houseplants |
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Overnight Responsibilities

To provide professional companionship services to clients according to HIHC policies.

Primary Responsibilities

- All primary responsibilities of a companionship (See Companionship description)
- Assisting clients to bed
- Assisting clients throughout the night and recording the number of times assistance is needed
- Preparation of morning meal and cleanup of meal related items

Secondary Responsibilities: The responsibilities for the above position descriptions include:

1. Contribute to a positive living environment for the overall quality of life for the client.
2. Perform other reasonable, related duties as assigned or requested per the Care Plan.
3. Reporting any significant changes in the clients' needs or living conditions.

Essential Qualifications: (Include minimum education, experience and specific skills required to perform Primary Responsibilities.)

1. Speaking and hearing English clearly in person and on the telephone.
2. Reading and writing English on an average adult level.
4. Ability to treat and care for clients and their property with dignity and respect.
5. Ability to communicate with the client in a friendly and congenial manner.
6. Ability to communicate with office staff to ensure that service expectations are met.

Special Requirements:

1. Ability to adapt to various individual living environments and locations.
2. Ability to lift 25 lbs., bending, twisting, kneeling, reaching, pushing, pulling and carrying.
3. Ability to withstand periodic contact with dog/cat hair, dust, mold, mildew and cleaning solutions.

This Position Description is intended to describe the general nature and level of work performed by Certified Nursing Assistants assigned to this position. This is not a comprehensive list of all responsibilities, duties, skills, efforts and conditions associated with this position. HIHC reserves the right to modify this description in the future, with or without notice, to the employee. A Position Description does not create an employment contract, implied or otherwise, and employment with the company remains at will.

I have read and thoroughly understand the duties of the Certified Nursing Assistant position.

Employee Signature

Date

HIHC Representative

Date