



JOB DESCRIPTION

POSITION:	Adult Day Care Certified Nursing Assistant (CNA) / Certified Medical Assistant (CMA)
REPORTS TO:	Center Manager, Charge Nurse
NATURE AND SCOPE:	Provide quality care to clients; implement specific procedures and programs; coordinate work within the department, as well as with other departments; report pertinent information to the immediate supervisor; respond to inquiries or requests for information; assist the immediate supervisor with tasks to support department operations.
PRINCIPAL RESPONSIBILITIES:	<ol style="list-style-type: none"> 1. Supports the Mission, Values and Vision of The Club and the facility. 2. Is knowledgeable of client rights and ensures an atmosphere which allows for the privacy, dignity and well-being of all clients in a safe, secure environment. 3. Supports, cooperates with, and implements specific procedures and programs for: <ol style="list-style-type: none"> a. SAFETY, including universal precautions and safe work practices, established fire/safety/disaster plans, risk management, and security, report and/or correct unsafe working conditions, equipment repair and maintenance needs. b. CONFIDENTIALITY of all data, including client, employee and ops data. c. Quality Assurance and compliance with all regulatory requirements. d. Compliance with current law and policy to provide a work environment free from sexual harassment and all illegal and discriminatory behavior. 4. Supports and participates in common teamwork: <ol style="list-style-type: none"> a. Cooperates and works together with all co-workers; plan and complete job duties with minimal supervisory direction, including appropriate judgment. b. Uses tactful, appropriate communications in sensitive and emotional situations. c. Follows up as appropriate with supervisor, co-workers or clients regarding reported complaints, problems and concerns.

	<ul style="list-style-type: none"> d. Promotes positive public relations with clients, family members and guests. e. Completes requirements for in-service training, acceptable attendance, uniform and dress codes including personal hygiene, and other work duties as assigned. f. Maintain good working relationships with all department of BAFI through appropriate communication. g. Awareness of responsibility in the event of illness, fire, emergency or disaster and follow prescribed duties.
<p>DUTIES:</p>	<ul style="list-style-type: none"> 1. Provide quality assistance to nursing staff to create an environment which promotes the client's rights, dignity, freedom of choice, and their individuality as illustrated by the following: <ul style="list-style-type: none"> a. Provide individualized attention, which encourages each client's ability to maintain or attain the highest practical physical, mental, and psychosocial well-being. b. Contribute to the care planning process by providing the charge nurse or other care planning staff with specific information and observations of the clients' needs and preferences. c. Attend to the individual needs of clients which may include assistance with grooming, bathing, oral hygiene, feeding, incontinent care, toileting, colostomy care, prosthetic appliances, transferring, ambulation, range of motion, communicating, or other needs in keeping with the individuals' care requirements. d. Maintain the comfort, privacy, and dignity of each client in the delivery of services to them. Interact with residents in a manner that displays warmth and promotes a caring environment. e. Fully understand all aspects of clients' rights, including the right to be free of restraints and free of abuse. Responsible for promptly reporting to the charge nurse or administrative staff incidents or evidence of client abuse or violation of clients' rights. f. Assist in maintaining a safe, neat, and clean environment including but not limited to cleaning & general housekeeping including disposal of trash; report environmental deficiencies to the charge nurse such as lighting or equipment problems.

- g. Protect the personal belongings of each client including eyeglasses, dentures, hearing aids, purses, furnishings, jewelry, clothing, memorabilia, etc. Promptly report missing items according to established policy and participate in efforts to locate missing items.
 - h. Observe clients for changes in condition or behavior and promptly report these changes to appropriate licensed nursing personnel.
 - i. Provide care that maintains each client's skin integrity to prevent pressure ulcers, skin tears, and other damage by changing incontinent clients, and applying moisturizers to fragile skin, etc.
 - j. Answer clients questions promptly and courteously.
 - k. Perform various tasks assigned by the charge nurse including vital signs, clients' weights, applying creams/ointments, collecting specimens, emptying urinary catheters, pulse, respirations, blood pressures, etc.
 - l. Assist with orienting clients and their families to The Club upon admission.
 - m. Lift, move, and transport clients, using proper body mechanics or lifting devices for accident prevention.
 - n. Communicate and interact effectively and tactfully with the client, visitors, families, volunteers, peers, and supervisors.
 - o. Participate in activities and functions as directed.
 - p. Practice careful, efficient, and no-wasteful use of supplies and papergoods.
 - q. Complete records documenting care provided or other information in keeping with department policies.
 - r. Perform all job responsibilities in accordance with prescribed safety and infection control procedures including thorough hand washing, hand sanitizers, use of disposable gloves where indicated, and proper disposal of soiled materials.
 - s. Support an atmosphere, which promotes a homelike environment.
 - t. Assist clients with transfer and transport to other rooms.
2. Respond to inquiries relating to his/her particular area or to requests from clients, visitors, other personnel, etc. within given time frames and within established policy.

	<ol style="list-style-type: none"> 1. Assist the immediate supervisor with various administrative tasks to support department operations as directed; may also be assigned special projects. 2. Perform tasks which are supportive in nature to the essential functions of the job, but which may be altered or redesigned depending upon individual circumstances. 3. Meet on-going requirements to maintain current certified nursing assistant certification or certified medical assistant certification. 4. Job duties, tasks, work hours and work requirements may be changed at any time. 5. Works cooperatively with all staff and departments within BAFI. 6. Attend staff meetings as required
MINIMUM QUALIFICATIONS:	<ol style="list-style-type: none"> 1. High school graduate or equivalency (GED). 2. Previous experience with working with the elderly preferred. 3. CPR certified. 4. Medical aide background preferred. 5. Certificate from physician stating freedom from communicable diseases, negative TB test, and ability to perform duties in the program. 6. Valid CNA license from the State of Florida 7. Must pass Level 2 background screening. <p>Must pass all drug testing requirements.</p>
WORK SCHEDULE:	<p>The schedule will be arranged by the Center Manager, who must be notified in advance if a conflict in fulfilling the assigned time schedule should arise. Habitual tardiness or absence from regular scheduled days will be subject to a warning. If the problem continues to exist, the CNA will be subject to dismissal.</p>
PROBATION PERIOD:	<p>The first three months with the Brevard Alzheimer's Foundation is an introductory period. During that time, the Office Coordinator will be evaluated by the Operations Director / Executive Director to ensure that he/she fulfills the requirements for the position. Either party may mutually terminate this contract at that time.</p>
CHAIN OF COMMAND:	<p>>Staff Nurse > Charge Nurse > Center Manager > Director Of Operations > Executive Director > Executive Committee Board of Directors</p>

I have read and understand the above job description. I understand that abuse, neglect or exploitation of any Adult Daycare Program participant will be grounds for immediate dismissal.

Employee Signature

Date

Executive Director Signature

Date

All eligibility requirements for employment are applied to applicants without regard to race, color, national origin, sex, age, and religion or handicap disabilities.