



CNA JOB DESCRIPTION

JOB SUMMARY

The CNA at Home Instead provides personal care and home management tasks. All services provided are under the direction of client care manager/ client care coordinator in compliance with all local and Federal Regulations as well as Home Instead Corporate Services. The CNA is responsible for meeting the client's **personal care needs (bathing, hygiene, grooming, toileting, nutrition) and promoting physical and emotional comfort, independence, and assistance with home management tasks such as meal planning/preparation, light housekeeping, laundry, ironing, dusting furniture, organizing closets, changing bedsheets, grocery shopping, running errands, and helping with pet care** when needed. Services are provided in the client's home as directed by Client Care to achieve the stated goals and objectives of the client care plan. Overall, the CNA contributes to a positive living environment for the overall quality of life for the client.

JOB QUALIFICATIONS

- **Education:** Successful completion of RI DOH licensed CNA course and licensure listed on the Nurse Aide Registry without negative findings reported.
- **Experience:** related professional home care preferred
- **Skills, Knowledge, and Abilities needed:**
 - ◆ Able to read and write English, providing companionship/ conversation is part of the job
 - ◆ Accept oral and written instruction well,
 - ◆ Ability to work as a part of a team by following the client's written care plan
 - ◆ Notify Client Care for client's change in condition or needs.
 - ◆ Ability to record observations and knowledge of when and what to report to Client Care
 - ◆ possess good communication skills.
 - ◆ Ability to perform all CNA skills per RI guidelines and client needs.
 - ◆ Knowledge and adherence to infection control measures—hand hygiene/ PPE
 - ◆ Must be a licensed driver in the state of Rhode Island
 - ◆ Availability of properly insured, safe, well-maintained vehicle, and be able to operate under conditions **which may not be ideal.**
 - ◆ Knowledge and skills necessary to provide care appropriate to the geriatric population and their property with care, dignity, and respect
 - ◆ adaptable to different living environments and locations
 - ◆ **Lifting (25 lbs.), twisting, bending, kneeling, reaching, pushing, pulling, carrying, and being on one's feet for extended periods are all necessary body functions that are required on a daily/ frequent basis during assistance with ambulation, trans-**

Each Home Instead Senior Care franchise office is independently owned and operated.

MML Senior Care Inc., MML Home Care Inc. | 100 Jefferson Blvd, Ste 310, Warwick, RI 02888 | 401-667-2923



ESSENTIAL DUTIES AND WORKING CONDITIONS

- **Personal client care in home settings. May require working with clients that have infectious diseases. All overnight shifts are to be AWAKE throughout shift to attend to and assist client as necessary and record what assistance was needed**
- Light housekeeping (exposure to dust, mold, mildew, cleaning products), trash removal
- Supervision of home maintenance, oversee home deliveries, answer phone/ door
- Drive clients to shopping, appointments, outings, etc.
- Client companionship and crafts, games, or simple conversation; plan/ assist with entertainment
- Care of pets and houseplants/may require exposure to pet hair and cat dander/ litter
- Arrange/ remind about appointments, pick up prescriptions, maintain client calendar
- Medication reminders, Meal preparation, grocery shopping, cleaning kitchen
- **Body Mechanics; Must be able to safely maneuver and bear body weight of clients in the amount of 25 lbs. while assisting transfers to and from wheelchairs, toilets, or bed. Must be able to ambulate, and reposition clients as needed. Personal care needed may consist of grooming, bathing, feeding, toileting, providing incontinent care Knowledge and ability to use proper body mechanics is essential to the safety of the CNA as well as our clients. Bending, carrying, and lifting 25 lbs. is a very common part of this position.**
- knowledge of infection control practices, proper handwashing, handling of hazardous wastes
- This list is not a complete list of duties... other duties deemed necessary for a particular client may be assigned per client care plan.

RESPONSIBILITIES AND STANDARDS

CNA must carry out responsibilities/functions according to the standards established by the RIDOH, departmental policies and procedures and the Standards of Practice and Code of Ethics of the nursing profession.

The CNA must observe, report and document changes/ decline in client status or dissatisfaction with services promptly to a supervisor. Accurate documentation of care provided and refused is essential.

Each CNA must be ready for work as scheduled and remain at work until the completion of the scheduled shift unless a **thorough** discussion has been made with a supervisor (in the event of an emergency or dismissal of the CNA by the client).

Work attendance must be consistent as well as reliable.

Procedure for requesting time off must be handled per policy.