Job Title: Non-Certified Nurse Aide	**Reports To:** Director of Nursing
Job Classification:	
FLSA Status:	**Revised Date:** April 2024

POSITION SUMMARY

The non-Certified Nurse Aide provides high-quality direct daily care and assistance to the residents in the Facility. Duties may include assistance with personal hygiene, dressing, grooming, toileting/incontinence, feeding and bathing. The position is responsible for observing and reporting changes in the residents' physical and emotional conditions to the charge nurse. The Non-Certified Nurse Aide may only complete tasks in which an RN has observed and documented competency.

GENERAL JOB DUTIES

- All employees are responsible for a basic knowledge of the employee handbook, along with the mission and vision of the Facility, and must conduct themselves with behavior that supports these values.
- All employees understand the safety and well-being of both the residents and staff members is the number one priority of their Facility.
- All employees are responsible for making the most of their working time and reach maximum potential by being on time for appointments, checking voicemails/emails as appropriate and completing deadlines in a timely manner.
- All employees are expected to escalate issues as necessary.
- All employees will specifically be trained on their job duties, however; other mandatory trainings may be deemed appropriate by leadership for one or all members of the team.
- Other projects and/or duties as assigned.

ESSENTIAL JOB FUNCTIONS

- Bathe or assist residents in bathing (bed bath, tub, shower, or whirlpool).
- Perform or assist residents with personal grooming needs (shaving, hair care, nail care, oral hygiene, denture care, skin care, and cosmetics).
- Assist residents in dressing and undressing, as needed, in clothing appropriate to the time of day and season of the year.
- Assist residents in caring for and securing (non-loss) of personal articles and clothing. Also assist with the labeling of residents' personal articles and clothing.
- Changing bed linen according to facility standards, utilize appropriate handling of both clean and dirty linen.
- Keep residents rooms clean and free of clutter.
- Promote Family Style Dining by promptly providing assistance and encouraging residents to make independent decisions regarding foods served and the passing of bowls and serving platters.
- Pass and assist room-bound residents with meal trays using appropriate procedures.
- Provide mealtime assistance. This includes checking diets for accuracy, resident body positioning for promoting good food intake, cutting food, buttering bread, pouring liquids, etc.
- Report resident appetite changes and requests for substitutions to Charge Nurse and/or Dietary Personnel.
- Assist resident with adequate hydration by passing fresh ice water, offering fluids, and recording intakes as directed by the Charge Nurse or Director of Nursing.
- Provide between-meal nourishment when indicated by distributing supplemental nourishment as assigned and providing assistance as needed. Accurately record and report intake of nourishments.

- Assist residents with all elimination needs using bedpans, urinals, bathrooms, etc.
- Participate and promote facility incontinence program.
- Perform perennial care after each episode of urinary or bowel incontinence.
- Perform catheter care according to facility policies and procedures.
- Record accurate bowel habits and urine outputs as according to the facility policy.
- Reposition immobile residents as scheduled and in a manner instructed by the Charge Nurse and/or the Director or Nursing.
- Assist residents in transferring from their bed, chairs, wheelchairs, and toilet using appropriate equipment and following the principles of good body mechanics. Prior to the transfer determine the number of people needed for the assist and whether the use of a gait belt, Hoyer lift, grab bar, transfer sling, Sara lift, etc. are required. Mechanical lifts must be performed with a certified or licensed member of the nursing staff. The certified staff or licensed nurse must run the mechanical lift.
- Assist resident in restoring independence through teaching and encouragement in ADL skills (eating, dressing, bathing, toileting, and ambulating).
- Assist residents in preventing decubitus ulcers, skin tears, joint contractures, etc. by properly placing positioning aids, pillows, and protective padding when the resident is unable to help him/herself.
- Reposition debilitated residents on a regular basis according to supervisor or individualized care plan.
- Know and follow each resident's individualized care plan.
- Document required information and sign entries.
- Assist with the care of the dying or deceased.
- Comply with established infection control and universal precaution practices. Follow facility Fire Safety and Disaster policies and procedures.
- Provide resident cares in a manner that promotes resident comfort and security while allowing time for resident participation and rehabilitation.
- Always follow Resident Rights policies.
- Come to work in a clean, neat uniform and consistently present an appropriate professional appearance.
- Come to work as scheduled and consistently demonstrate dependability and responsibility.
- Consistently work cooperatively with residents, charge nurses, treatment nurses, restorative assistants, physicians, families, consultant personnel, and ancillary service providers.
- Recognize changes in residents' conditions and communicate those changes to the Charge Nurse and/or Director or Nursing.
- Observe all facility safety policies and procedures including working responsibly to ensure personal safety.
- Assume accountability for all information contained in the Employee Personnel Handbook and all Policy and Procedure Manuals.
- Comprehend and follow all OSHA, State, and Federal policies and regulations.
- Accept and perform additional duties as assigned by your department head or Administrator in a cooperative manner.
- The use of personal vehicle for approved work related tasks will be reimbursed for mileage at a pre-determined rate.
- The sensory and communicative activities essential to the performance of this position include hearing, seeing, smelling, speaking, reading, and writing.

EDUCATION & EXPERIENCE REQUIREMENTS

- High school diploma or GED preferred.
- 20 hours on the job training. Continued education in a 75-hour nurse aide program with testing completed to obtain certification within 4 months of hire.

PHYSICAL REQUIREMENTS

- Ability to lift up to 100 pounds, sometimes more with assistance. An individual in this position will be expected to use, assist, and demonstrate devices for handling or liftin residents. The physical activities of this position involve: balancing, bending, crouching, fingering, grasping, kneeling, lifting, pulling, pushing, reaching, repetitive movement, standing, and stooping.
- An individual in this position may be exposed to inside environmental conditions, physical chemical, or respiratory hazards.
- An individual in this position may be exposed to Bloodborne Pathogens.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the position.

REQUIRED SKILLS

- Consistently demonstrate dependability, responsibility, and set a positive example for all other staff.
- Passionate about excellent resident care, compliant processes, and methodologies and a willingness to continually learn.
- The ability to work both independently and within a team.
- A responsible, organized, and detail-oriented mindset.
- Refined time management skills and the ability to multi-task.

EQUAL EMPLOYMENT OPPORTUNITY

At your Facility, we understand that every employee is different in his or her own way. We do not discriminate in employment on the basis of race, color, religion, sex, national origin, political affiliation, sexual orientation, marital status, disability, genetic information, age, retaliation, military status, or other non-merit factors. The Facility is a proud Equal Opportunity workplace.

By signing below, I am certifying that I am qualified for this position (as described above) and capable of performing the general and essential functions of the position. I agree that this Job Description has reasonable expectations and that this is in no way, shape, or form a contract of employment. By signing this document, there is no guarantee of continued employment as the State of Iowa and Nebraska mandates at-will employment.

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FACILITY NAME

_____ _____

EMPLOYEE SIGNATURE DATE

_____

PRINT EMPLOYEE NAME

_____ _____

SUPERVISOR SIGNATURE DATE

_____

PRINT SUPERVISOR NAME