

# Job Description Nurse's Aide

## FAIRVIEW ASSISTED LIVING AKA PERRY COUNTY HOME

REVISED: 4/5/2017

*Under general supervision, nurse's aides assist professional nursing personnel with the complete care of residents in the Perry County Home and contribute to providing a clean and safe environment for our residents.*

**Qualifications:** any combination of training and work experience which indicates possession of the skills, knowledge and abilities listed below.

**Duties:** Job duties include but are not limited to resident personal care, taking vital signs, communicating with co-workers, professional nursing personnel and the Administration, completing required reports, transporting residents, operating washers/dryers, general cleaning.

**Resident personal care:** Resident personal care includes but is not limited to

- Assisting resident in and out of bed
- Assisting residents to dining room for meals
- Assisting residents with making their beds and other daily living activities
- Assisting residents with meals, supplements, and fresh water
- Bathing and assisting residents with dressing and personal care
- Changing wet and soiled clothes and linens
- Cleaning dentures and performing mouth care
- Conducting bed checks and between shift rounds
- Performing emergency first-aid care as needed—including CPR
- Performing peri-care
- Responding to resident's wishes
- Setting up meals as needed
- Talking with residents to provide contact stimulation

**Vital signs:** all nurses' aides are required to know how to take the following vital signs:

- Blood Pressure
- Pulse
- Respiration
- Weights

**Communicating with co-workers, professional nursing personnel and the Administration:**

Nurse's aides must utilize proper communication skills in order to:

- Complete all required reports
- Must demonstrate excellent oral and written communication skill
- Handle resident concerns and complaints
- Maintain a positive productive workplace with co-workers
- Notify nurse of changes in condition of residents
- Observe changes in condition of residents
- Properly communicate with the public and residents' families

**Transporting residents:** Nurse's aides shall assist in the transportation of residents to and from:

- Beauty shop and other facilities
- Bed
- Chairs
- Dining room
- Medical and other appointments (if needed)
- Resident activities
- Restrooms

**Operating washer/dryers and general cleaning:** Nurse's aides will be required to help launder soiled clothes and linens. All employees are expected to keep their work stations clean and in a proper organized manner. This may include but is not limited to:

- Cleaning employee break-room and refrigerator
- General cleaning
- Maintaining a clean work station
- Mopping
- Sweeping

**Related duties:** All nurse's aides are required to perform any other related duties as described by the Administration staff of the Perry County Home.

**Other Requirements:** **Must have a current driver's license and good driving record,**

providing own transportation and vehicle liability insurance; expected to work as scheduled.

*If there is a change regarding your vehicle insurance and/or driving status it is your responsibility to notify management.*

**NOTICE:** Working conditions may exist that are not as such as normally existing in the occupation of the public employee. These conditions may include exposure to blood borne pathogens, communicable disease, potential infectious material, and/or aggressive behavior.

**Mandatory coverage is condition of employment.**

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(Employee)

(Date)

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(Director)

(Date)

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