

# Quality of Life Home Care, LLC

## Job Description

**JOB TITLE:** CNA (Certified Nursing Assistant)

**POSITION TYPE:** Part-Time

**REPORTS TO:** Member of Management Team

### **Job Purpose:**

Provide courteous and responsive care to elderly and/or disabled clients.

### **Essential Duties:**

- Assist client with bathing
- Assist client with personal care (oral, hair, etc)
- Assist client with toileting and/or incontinence care
- Assist client in transferring in/out of bed or wheelchair
- Assist client with dressing/undressing
- Preparation of meals
- Assist client with feeding
- Change bed linens
- Performing light housekeeping (including laundry, dusting, general cleaning)
- Medication reminders
- Comply with Sandata policies including scheduled times

### **Skills/Qualifications:**

- Certified Nursing Assistant Certificate
- Excellent communication skills, ability to deal with patients at all levels.
- Strong attention to detail and good interpersonal skills.
- Strong decision making and problem solving skills.
- Ability to multi-task in fast-paced dynamic environment.
- Ability to read, understand, and follow directions and interpret material
- Must be able to effectively communicate with employees and clients
- Ability to lift up to 25 pounds
- American Red Cross Adult CPR / First Aid Certified.

### **Requirements:**

**KNOWLEDGE** – Requires the ability to perform basic math such as adding, subtracting, multiplying, and dividing, the ability to speak, read and write coherently.

**MENTAL** – Requires a high concentration while multi-tasking projects, maintain great organizational skills, communicating with other employees and clients. Must have hand, eye and foot coordination.

**PHYSICAL** - May require duties involving sitting, stooping, or bending for up to eight hours daily and the ability to lift up to 40 lbs.

MANUAL DEXTERITY - Requires use of hands, arms, and feet for lifting up to 40 lbs.

LANGUAGE SKILLS- Must possess language skills sufficient to read and understand instructions, prepare and maintain written reports and records, and communicate with the service recipient.

AUDIBLE - Requires the ability to hear alarms, telephone and verbal communication with clients.

VISUAL - Requires the ability to visually read written instructions.

TESTING- Tuberculosis test must be completed within 30 days of employees hire date unless proof of testing within 12 months can be provided.

The above description is intended to describe the general content, identify the essential job functions, and set forth the requirements for the performance of this job. It is not to be construed as an exhaustive statement of job functions or requirements.

During any time when there is not sufficient work in your assigned job, Quality of Life Home Care, LLC may require you to perform a combination of other functions based upon the business' needs.

**LIMITATIONS: CAREGIVERS CANNOT ADMINISTER MEDICATIONS OF ANY KIND. HOWEVER, THEY CAN REMIND THE PATIENT TO TAKE MEDICATIONS.**

**EXAMINER'S STATEMENT**

**To be completed by physician within 30 days of hire**

**Employee Name:** \_\_\_\_\_ **Hire Date:** \_\_\_\_\_

I have reviewed the above job requirements and examined the applicant named, and certify there is no medical evidence available to me which would preclude the applicant's abilities to perform tasks related to the position.

Restrictions \_\_\_\_\_

Examiner's Name \_\_\_\_\_ Date \_\_\_\_\_

Examiner's Signature \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone ( \_\_\_\_\_ ) \_\_\_\_\_ - \_\_\_\_\_

**JOB DESCRIPTION  
ACKNOWLEDGEMENT**

I acknowledge that I have read the job description for the CNA position and that I can perform these essential functions of the job. I understand that I have 30 days from my date of hire to return the Job Description completed by an examiner.

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Employee's Signature

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Date

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HR/Management Signature

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Date of Hire