

# WINNEBAGO COUNTY JOB DESCRIPTION

**BARGAINING  
UNIT**

**STEP AND GRADE:  
5B**

**DATE LAST PRINTED:**  
May 29, 2012

**JOB TITLE: CERTIFIED NURSING ASSISTANT (CNA)**

## **Summary of Responsibilities**

Provides hands on care for and meets the residents' needs in all aspects of activities of daily living (ADL); provides for safety including care of the immediate environment and following prevention protocol; accurately reports and records resident response to care per facility policy; provides an atmosphere conducive to the physical and psychological well being of the resident.

## **Illustrative Examples of Work**

1. Performs direct resident care functions, such as; bathing grooming and dressing of residents; serves food and feeds those residents incapable of feeding themselves.
2. Provides transfers/transport assistance that may require the use of gait belts, Hoyer lifts and other lifting devices.
3. Assures cleanliness of resident effects and surroundings; assists with cleaning the unit dining room and central bathrooms; cleans beds.
4. Notes and reports to team leader any inconsistencies or change regarding resident behavior and/or physical conditions; regularly checks and insures against pressure ulcers.
5. Maintains rehabilitative/restorative nursing records and monthly residents' activity charts.
6. Performs routine rehabilitative duties, such as; passive range of motion exercises, body alignment and positioning, bowel and bladder retaining, mobility and ADL retraining.
7. Assists in administering enemas and suppositories; takes and records vital signs and weights.
8. Attends fire and disaster drills, in-service training programs and various other meetings, as required.
9. Performs all duties in compliance with Illinois Department of Public Health Regulations.
10. Performs all duties in accordance with County policies and procedures.
11. Performs other duties as required or assigned.
12. Regular attendance is required, overtime as needed/scheduled.

## Education and Experience

- Completion of four years of high school or general education certificate.
- Nursing Assistant Certificate from State of Illinois.
- Meets all IDPH (Illinois Department of Public Health) requirements.
- Previous Hepatitis B immunization; or education and offer of immunization.

## Abilities

- Ability to complete on-the-job training.
- Ability to perform repetitive duties in a meticulous manner.
- Ability to follow directions provided verbally or in writing.
- Ability to deal effectively with residents, guests and family.
- Ability to communicate both orally and in writing.
- Ability to establish and maintain working relationships.

Refer to the *Analysis of Essential Functions* form for the detailed physical requirements of this position.