



JOB DESCRIPTION – STATE TESTED NURSING ASSISTANT

Job Title: STNA – State Tested Nursing Assistant/Certified Nursing Assistant	Reports To: Director of Nursing
Certifications required: STNA License or CNA Certification	Experience required: no experience required, but must have valid STNA License
Education required: 10 th grade level	Pay Rate: \$11.50/hour plus \$4/hr attendance bonus. Shift differential, overtime, crisis pay
Shift: 7 days a week 7:00am-7:00pm 7:00pm-7:00am 7:00am-3:00pm 3:00pm-11:00pm 11:00pm-7:00am	
Language required: Basic English or Basic Spanish <u>Basic</u> – not fluent but can understand most words and is able to communicate with others. <u>Fluent</u> - can read, write, and speak English at a 5 th grade equivalent or higher level. <u>Proficient</u> - can read write and speak at a 12 th grade equivalent or higher level.	

Job Summary:

The primary purpose of this position is to provide residents with routine daily nursing care and services in accordance with the resident's assessment and care plan and as directed by supervisors.

Essential Job Functions

Administrative Functions	<ul style="list-style-type: none"> Record all entries on flow sheets, notes, charts, etc., in an informative and descriptive manner. Report all changes in the resident's condition to the Charge Nurse/Nurse Supervisor as soon as practical.
Personal Nursing Care Functions	<ul style="list-style-type: none"> Weigh residents in accordance with his/her plan of care. Measure residents' temperature, pulse, respirations, blood pressure, weight, intake, output and food consumption and document in the official medical record. Keep residents' water pitchers clean and filled with fresh water on each shift and within easy reach of the resident. Prepare residents for meals (i.e., take to bathroom, wash hands, comb hair, raise bed, position tables, place bibs, take to/from dining room, etc.). Record the resident's food/fluid intake; report changes in the resident's eating habits. Assist residents in accordance to their needs ranging from minimal assistance to total dependent care on activities of daily living (ADLs). Care for residents with mental and psychosocial disorders as well as residents with history of trauma and/or post-traumatic stress disorder and who have been identified in the facility assessment. Assist in preparing the resident for exams, tests and procedures; provide support or escort residents to appointments. Assist in transporting residents to/from appointments, activity and social programs, etc., as necessary. Assist residents to walk with or without self-help devices as instructed. Assist residents with bathing functions (i.e., bed bath, tub or shower bath, etc.) as directed. Assist residents with daily dental and mouth care (i.e., brushing teeth/dentures, oral hygiene, special mouth care, etc.). Assist residents with dressing/undressing as necessary. Assist residents with personal grooming (i.e., combing, brushing, shampooing,



	<p>etc.).</p> <ul style="list-style-type: none">• Assist with lifting, turning, moving, positioning and transporting residents into and out of beds, chairs, bathtubs, wheelchairs, lifts, etc.• Assist with the application of slings, elastic bandages, binders, etc.• Change bed linens in resident rooms.• Check each resident routinely to ensure that his/her personal care needs are being met in accordance with his/her wishes.• Observe and report the presence of pressure areas and skin breakdowns to prevent pressure injuries.• Attend change of shift reports.• Monitor residents for behaviors that indicate increased stress.• Report injuries of an unknown source including skin tears.• Report all complaints and grievances made by the resident.
Staff Development Functions	<ul style="list-style-type: none">• Attend and participate in scheduled orientation programs and activities.• Attend and participate in scheduled training and educational classes to maintain current certification as a STNA/CNA.
Safety and Sanitation Functions	<ul style="list-style-type: none">• Store all tools, equipment and supplies before leaving work area for breaks and at the end of the workday.• Clean, disinfect and return all resident care equipment to its designated storage area after each use.• Follow established infection prevention and control procedures.• Follow established procedures in the use and disposal of personal protective equipment (PPE).• Keep the nurses' call system within easy reach of the resident.

Working Conditions:

- Works throughout the nursing services area (i.e., drug rooms, nurses' stations, resident rooms, etc.).
- Is subject to frequent interruptions.
- Is involved with residents, personnel, visitors, government agencies/personnel, etc., under all conditions and circumstances.
- Communicates with nursing personnel and other department personnel.
- Works beyond normal working hours on weekends and holidays and in other positions temporarily when necessary.
- Is subject to call back during emergency conditions (e.g., severe weather, evacuation, post-disaster, etc.).
- Attends and participates in continuing education programs.
- Is subject to exposure to infectious waste, diseases, conditions, etc., including TB and the AIDS and Hepatitis B viruses.

Specific Requirements:

- Must be able to move intermittently throughout the workday.
- Must be able to see and hear or use prosthetics that will enable these senses to function adequately to ensure that the requirements of this position can be fully met.
- Must function independently and have flexibility, personal integrity and the ability to work effectively with residents, personnel and support agencies.
- Must meet the general health requirements set forth by the policies of this facility which include a medical and physical examination.
- Must be able to push, pull, move and/or lift a minimum of 25 pounds to a minimum height of 5 feet and be able to push, pull, move and/or carry such weight a minimum distance of 50 feet.
- May be necessary to assist in the evacuation of residents during emergency situations.