

**Position Title:** Nurse Aide  
**Department:** Holy Family Manor  
**FLSA:** Non-Exempt

**General Summary:**

Champions the HFM philosophy of Person Centered Care. Participates in the development of and implements all aspects of the resident service plan including purposeful lifestyle activities, planned and spontaneous activities, assistance with ADL and IDAL, and other programming and assistance as designated. Assists with operational needs as necessary to ensure quality of care and a safe living environment. Serves and provides assistance with meals including cleanup. In the absence of the Administrator, Nurse Manager, LPN or Med Tech serves as the Administrator Designee.

**Reports To:**

Administrator of HFM through the Nursing Manager.

**Collaborates With:**

Nursing Manager, Activities Coordinators, Superior, Resident Family and Other Care Providers.

**Essential Duties / Responsibilities:**

- Demonstrates an understanding of and models the mission and values of the Sisters of the Holy Family of Nazareth through behavior and attitude.
- Actively participates in developing a person-specific plan of care for each assigned resident.
- Actively participate in personal care assistance as developed in each resident's service plan.
- Actively participates in monthly team meetings.
- Actively participates in shift report.
- Communicates with Nursing Manager, LPN, Activities Coordinators and the Superior to promote and ensure continuity in resident care.
- Completes all required and assigned.
- Prepares and serves food according to ACHD and resident service plan to meet dietary and social needs of resident.
- Performs basic clerical duties such as answering the phone and taking messages.
- Assists with the personal care of the residents in an organized and safe manner. Assistance includes, but is not limited to: bathing, dressing, transferring from bed to chair, walking, eating, toileting and grooming.
- Cares for residents' personal devices including hearing aides, glasses, prosthetics, adaptive equipment, etc.
- Assists residents with transportation to activities and appointments within the facility and outside the facility if needed.
- Promptly answers call signals.
- Preserves the dignity and self-respect of residents.
- Maintains confidentiality of resident's information at all times.
- Changes resident's beds; launders resident's personal laundry and linen; folds and returns laundry to proper resident. Empties linen cart and restocks laundry.
- Collects bedside water pitchers and runs through dishwasher.
- Wipes down care station counters.
- Provides light housekeeping.
- Assists with admission, transfer and discharge of residents to promote continuity of care.
- Serves as a mentor to newly hired staff.

- Performs additional tasks as directed by the Nursing Manager and/or Administrator.

**Working Conditions:**

Contact with blood or other body fluids may pose a risk for exposure to blood borne pathogens and infectious diseases.

**Education / Qualifications:**

- High School Diploma or G.E.D.
- Current First Aid and CPR certification.
- Act 33/34 clearances.
- Meets all health requirements imposed by law.
- Urine drug screening.
- Ability to read, write and follow simple oral and written instructions.
- Ability to lift/assist residents into and out of beds, chairs, and the bathroom as required.
- Ability to engage in physical activity such as walking, kneeling and bending for up to 75% of the time.
- Ability to work independently and in collaboration with others.
- Ability to relate positively, effectively and appropriately with residents families, community members, volunteers and other facility staff.

I understand that my job description is not to be construed as an exhaustive statement of duties and responsibilities. I also understand that my job description is subject to change at any time. I acknowledge and understand that I may be required to perform other job-related functions as requested by my supervisor.

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Employee Signature Date

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Director of Operations/Human Resources Date

Created on 07.16.2013 cc