

Detroit Rescue Mission Ministries

JOB DESCRIPTION

JOB TITLE: Nurse's Assistant (CNA)

LOCATION: CGC

REPORTS TO: Nurse Manager

POSITION: Non-Exempt

JOB SUMMARY:

Under the general direction of the Nurse Manager, perform general and specifically assigned tasks and duties to ensure the overall safety and continuity of care for participants.

ESSENTIAL FUNCTIONS:

1. Assist medical staff to ensure the overall safety and continuity of care of participants.
2. Facilitate participants with initial bed assignments and the unit orientation process. Complete intake information documents and assemble and compile charts upon admission. .
3. Encourage participants' proper hygiene, grooming, dorm cleanliness, and maintenance of personal space. Provide direction and guidance to clients to ensure these activities of daily living are performed.
4. Monitor and report to supervisor all significant issues and any questionable or pertinent data as related to the Medical Division or participants' well being.
5. Assist in stocking of supplies/materials as needed. File documents and charts appropriately.
6. Maintain and submit reports on services, participants, and incidents as directed and required.
7. Maintain accurate administrative records and make reports as required. Ensure that participant files are complete in terms of participant's needs, services provided and care plans. All actions taken on behalf of or services provided to, assigned participants are documented timely, records support billing statement and administrative records and reports are accurate and timely.

OTHER DUTIES & RESPONSIBILITIES:

1. Performs other duties as assigned.

JOB TITLE: NURSE'S ASSISTANT (CNA)

KNOWLEDGE, SKILLS AND ABILITIES:

1. High School Diploma or equivalent.
2. Successful completion (Certification) of State of Michigan Accredited Nursing Assistant/Home Health Aide Program. (CNA)
3. Demonstrated organizational and interpersonal skills necessary to communicate with others to exchange information.
4. Mental ability to frequently handle pressures related to simultaneous handling of multiple projects, and various youth personalities, and disruptions.
5. Physical ability to periodically sit or stand for long periods of time and to bend/lift/carry items while setting up training rooms.
6. Must have annual testing for hepatitis and annual TB testing.

WORKING CONDITIONS:

1. Normal office environment with little discomfort due to heat, dust, noise and the like.
2. May be required to work evenings and weekends on an occasional or ongoing basis.

This job description is intended to describe the general nature and level of work being performed by a person assigned to this job. They are not to be construed as an exhaustive list of all job duties that may be performed by a person so classified.