



DIRECT TEAM MEMBER/CERTIFIED NURSING ASSISTANT (CNA)

Job Description Summary:

Direct team member/CNA is responsible for direct supervision and care of residents during assigned/designated shifts of work as well as Peace of Mind property management and care.

1. Maintains a safe and healthy community resident setting for residents, team members, and visitors.
 - a. Complies with 245D licensing and Peace of Mind policies/procedures.
 - b. Completes necessary house and property management and care which may include, but is not limited to: household cleaning/disinfecting, laundry, seasonal property management such as lawn mowing, snow shoveling, and vehicle cleaning.
2. Provides safety and supervision of all residents at all times.
 - a. Complies with Rule 245D policies, Vulnerable Adult Act/Risk Management policies, individual resident risk management and safety plans, as well as all Peace of Mind policies and procedures.
 - b. Assists in providing a safe and healthy living environment
 - c. Provides and assists in safety and supervision to residents when outside the adult foster care home (out on community programming or social events)
3. Aware of resident's care plan and programming needs and implements designated activities.
 - a. Collaboratively works with management team to plan and implement resident activities and programming.
 - b. Assists in the implementation of resident's daily programming and activities such as:
 - i. Any and all physical, cognitive, emotional, and/or mental health support resident may require
 - ii. Person centered philosophy, goals, and plan of care
 - iii. Personal hygiene (which may include cares for male or female as well as incontinence of bowel and/or bladder)
 - iv. Meal preparation (menu planning, grocery shopping, cooking/baking, and/or assistance with feeding residents)
 - v. Maintaining a healthy and safe living environment (i.e. cleaning, infection control, laundry)
 - vi. Medication administration
 - vii. Assisting with resident's finances and bookkeeping
 - viii. Community activities, involvement and social events
 - ix. Mediation of residents and/or team interactions
 - x. Transportation (may transport residents to activities, appointments, etc. in company vehicle)
 - xi. Communication (i.e. vocalization, reading, writing, computer literacy)
 - c. Maintains organization and structure during activities and programming which engages the resident's in his/her own interests.
 - d. Completes delegated nursing responsibilities/tasks for resident health, well being, and safety.
4. Complies with Peace of Mind of Duluth, Inc. policies and procedures regarding themselves as employees, residents, volunteers, visitors, and adult foster care. Refer to policies and procedures for specifics.
5. Assesses the ongoing quality of care for each resident.
 - a. Recognizes and documents resident care, programming activities, and resident's response to such care and activities.
 - b. Recognizes, documents, and addresses with appropriate personnel any concerns regarding the resident and/or his/her care and programming.
 - c. Documents implementation of cares, activities, and general observations.
6. Contribution of additional responsibilities that benefit the residents and team which is completed based on the prioritization of daily resident cares and needs first.
7. Fulfills required training, education, and team meeting expectations.



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Qualifications:

- Valid Driver's license unless approved by management upon hire
- Must be able to successfully meet physical abilities of resident and house needs without limitations
- Successful completion of all Peace of Mind trainings and compliance with Peace of Mind policies and procedures
- Above satisfactory job performance as Direct Team Member/CNA

Hiring Process

- Completion of job application
- Interview process may include: Phone Interview, Primary Interview, and House Specific Interview
- Reference check on previous employment and/or education
- Clearance of Minnesota Department of Human Service background study

Reports To: Management and Registered Nursing Team

This job description is not intended and should not be construed to include all accountabilities, performance measures, knowledges, skills, and abilities associated to the job. It is intended to reflect on the significant job essentials for performing the job.

Reviewed and Revised: 5/2015