



One Kalakaua Senior Living Job Description

Position:	NA (Nurse Assistant, Non-certified)	Status:	Hourly
Supervisor:	RCS Services Manager	Department:	Resident Care

A. PRIMARY PURPOSE

The Nurse Assistant's primary role is to provide assistance in daily living care, companion care and homemaker services while maintaining a dignified, home-like environment that is clean, safe, and orderly. This position is intended to enhance the quality of life and promote independence for assisted living residents.

B. GENERAL DUTIES

1. **POLICIES AND PROCEDURES.** Understands and follows policies and procedures.
2. **WORK SAFETY.** Follows general safety practices, reports safety hazards and demonstrates safe behavior.
3. **HIPAA.** Maintains confidentiality of resident information.
4. **DOCUMENTATION.** Documents and records information with consistency, accuracy and proper utilization of terminology.
5. **REPORTING.** Assists with ensuring resident needs, concerns, incidents, changes in condition and abuse are reported to the appropriate parties (including the immediate supervisor) in a timely manner.

C. ESSENTIAL DUTIES

1. **ASSISTANCE IN DAILY LIVING.** Performs ADL and other assigned services to multiple residents daily in a private apartment setting.
2. **COMPANION CARE.** Provides companion care in the resident's apartment, offers emotional support and encouragement. May provide ADL and homemaker chore services during companion care services.
3. **MONITORING.** Takes vital signs and weights and documents in appropriate logs. Monitors residents for change in condition and reports information to their supervisor in a timely manner.
4. **SERVICE PLANS.** Responsible to read, review and stay updated on residents' Service Plans while ensuring individual preferences are accommodated and needs are being met.
5. **COMMUNICATIONS.** Responds and follow-ups to emails, voicemails, messages, etc. in a professional and timely manner.
6. **NAs are permitted to (with new hire training):**
 - Check vitals
 - Check weights
 - Assist with feeding
 - Assist with transferring
 - Assist with personal care such as grooming
 - Assist with ADLs/IADLs
 - Escort to shopping/excursion/medical appointments
 - Reposition
 - Pick up and set up/serve meals
 - Intake and output documenting
 - Offer supplement

7. NAs may perform the following additional duties but must first have assessment, training and sign off by an RN:
 - Assisting with TED hose/compression stockings (RN completes at NHO)
 - Assisting with prescription creams/lotions/ointments, medicated shampoo (RN completes at NHO)
 - Changing of colostomy/ileostomy pouch/bag (RN completes at NHO)
 - Emptying of foley catheter bags (will be adding to the NHO)
 - Suctioning (will be done prn if applicable)
 - Hot/cold application (will be adding to the NHO)
 - Thickened liquids (will be adding to the NHO and will do prn if applicable)
 - Collecting specimens (will be adding to the NHO)

Note: At no time will NAs be permitted to perform tube feeding or oxygen administration.
8. NA's may not serve as a Medical Emergency Responder until after working a minimum of 6 months in part-time or full-time status.

D. NON ESSENTIAL DUTIES

Employee may be required to perform additional duties and/or secondary positions, as necessary, to meet standards of quality.

E. HOURS OF DUTY

1. Day, Evening and Night Shifts including holidays and weekends; shifts may vary.
2. Employer may from time to time, decrease work hours due to a loss in business (service) volume, which could subsequently result in a change to an employee's Full-time or Part-time status.

F. WORKING CONDITIONS

1. Works in a clean and sanitary environment, may experience frequent interruptions. Works with various confidential data.
2. May be exposed to verbal and physical challenges by residents.
3. May be exposed to unsanitary conditions, unpleasant odors, fumes, blood and bodily fluids. Protective equipment and clothing are provided.

G. QUALIFICATIONS AND REQUIRED SKILLS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. EDUCATION AND EXPERIENCE. Must possess, as a minimum, a high school diploma or GED. Current CPR and First Aid certification. Completion of a CNA training course and/or 3 years working experience in a healthcare setting as a NA preferred. Prior geriatric/rehabilitative experience preferred.
2. LANGUAGE SKILLS. Communicates effectively, both orally and written, using proper speech and grammar.
3. REASONING ABILITY. Able to understand and follow written and oral instructions. Uses good judgment, takes initiative in identifying hazards, notices residents changes in condition or other situations and responds appropriately and timely.
4. PHYSICAL DEMANDS. Physical demands require mobility about the unit with direct resident care involving standing, bending, pushing, pulling, stooping, twisting, and reaching. Must be able to lift and transfer residents from bed to chair and chair to chair. Must be able to lift up to 50 pounds and stand 85% of the time.

Effective 3/1/19 - Employees hired before 3/1/19 will be exempt from the education requirement of possessing a high school diploma or GED.

I have read and understand my Job Description. I further agree that the skills and duties listed in my Job Description is not intended, nor should it be construed, as an exhaustive list of my duties, required skills, efforts or working conditions associated with this job. I may be required to perform additional tasks, as necessary, to meet standards of quality.

Employee Print Name	Signature	Date	Administration Signature	Date
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