



Certified Nursing Assistant or Personal Care Assistant

Job Description

Summary/Objective

Under the supervision of the Director of Nursing, this position works directly with participants involving them in activities and assisting them with personal needs (activities of daily living) to provide a structured, safe, supportive and joy filled day.

Essential Functions

1. Assists participants with social, recreational, leisure and work activities using varied adaptations and approaches appropriate for each individual, as directed by supervisor. Contributes new program ideas and develops the ability to lead effective activities.
2. Assists participants with mobility and transfers including use of canes, walkers and wheelchairs. Escorts participants to transportation as appropriate.
3. Assists participants with personal care needs including eating snacks and meals, toileting, dressing, proper positioning and resting.
4. Assist specific participants with showers at direction of RN and Program Director.
5. Interacts therapeutically and appropriately with participants to help reduce anxiety, promote positive attitudes and motivation to be active and engaged.
6. Monitors the safety of the environment including sharps, edibles, walkways, equipment and furnishings and reports any issues to Supervisor immediately.
7. Monitors the safety of participants who wander, isolate, are fall risks and/or have angry outburst to prevent incidents through direct intervention or reporting to supervisory staff.
8. Monitors the behavior, orientation and physical abilities and health status of participants, reporting problems and changes to supervisor.
9. Knows and follows Plan of Care for each participant. Works as a member of the team to ensure high quality care for participants by reading documentation, participating in staff meetings and communicating with other staff.
10. Documents care provided by taking complete notes concerning activity and personal care and contributes to the preparation of incident reports.
11. Maintains and documents Participant vital signs as assigned.
12. Reports any suspected abuse, neglect or exploitation to program supervisor, care coordinator or social worker immediately. Assists during emergencies as requested.
13. Contributes to overall management of program by assisting with supply inventories, participant clothing and supplies, cleanliness and maintenance of center.
14. Helps in daily cleaning and maintaining of facility as directed.
15. Helps as needed in programming and in meal prep for participants as directed.
16. Special projects, as needed.

Competencies

1. Integrity/Honesty
2. Communication/Interpersonal Skills
3. Teamwork
4. Adaptability
5. Accountability/Reliability
6. Customer Service

Required Education and Experience

1. Hold a certificate of completion of at least a 40-hr Personal Care Assistant training course recognized by the Commonwealth of Virginia and/or holds a valid Certified Nursing Assistant certification.
2. Prior experience in formal or informal setting with aged and/or disabled.
3. Adheres to the Universal Precautions.
4. Certified in first aid for choking
5. Completion of 12 hours of continuing education annually.

Preferred Education and Experience

1. High School diploma.
2. Two years of related experience.
3. Knowledge of trauma informed care and approaches.

Please submit cover letter and resume to Lisa Pacelli at lpacelli@circlecenterva.org