WEST TEXAS REHABILITATION CENTER

# Certified Nurse Aide
# Hospice

**Reporting to: Director of Hospice**

*This job description is a record of the essential functions of the listed job. The job description provides the employee, Administration, Human Resources, applicants, and your supervisor with a clear understanding of the job, where it fits at WTRC, and the skill and work requirements. The existence of the approved job description is not intended to limit normal change and growth.*

## Core Values (WTRC is committed to):

- Doing the Right Thing - If it is the right thing to do for patients, employees, and donors, then we DO IT.
- Integrity - Ensure honesty and ethical practices in all actions.
- Team Work - Work as a team with respect for others at all times.
- Quality Care - Work for the best of the patient with respect and compassion. Always.
- Culture - Provide a unique culture focused on getting the job done and having fun.
- Stewardship - Financially responsible in all ways.
- Excellence - Provide excellence in all interactions to all people.

## Competencies:

- Good Work Habits - Employee keeps good habits at work, has an organized workspace, and abides by WTRC dress code.
- Attendance - Employee arrives on time, gives notice of time off needed, and does not call-in frequently.
- Quality of Work - Employee produces quality work with little to no errors.
- Volume of Work - Employee is able to take on a full workload.
- Initiative - Employee regularly shows initiative by accepting extra responsibilities, learning new functions, providing ideas for improvement and/or volunteering at events, etc.
- Organization - Employee maintains an organized and clean workspace.
- Compliance with WTRC Policies - Employee abides by WTRC policies.
- Contributes to the WTRC Team - Employee is a good teammate across all departments and locations.
- Meets Deadlines - Employee meets deadlines expected of them.
- Accepts Direction - Employee takes direction well and implements ideas for improvement.
- Leadership Abilities - Employee shows an ability to lead others.
- Customer Service - Employee has excellent customer service both internally and externally.
- Recognition of WTRC Programs/Services - Employee understands the WTRC mission and services offered.
- Computer Efficiency - Employee exhibits computer intelligence and can efficiently navigate all software programs expected of them.
- Communication - Maintains great communication with supervisor, coworkers, patients, donors, etc.

## Requirements:

Be certified by the State of Texas Department of Health upon completion of an approved training program. In place of the above, a person may qualify as a certified aide if the State Department of Health provides his/her training, experience, etc. on an individual basis. Holds a State Certification number.

## Job Responsibilities:

Under the supervision of an RN, the Certified Nurse Aide provides personal care for the patient, assists with activities of daily living, and performs incidental household services. Organization and planning are necessary, along with the ability to explain plans and goals to others. There is a need for knowledge and understanding of the Agency policies, procedures, and philosophies, general business practices, budgeting and finance, the regulatory climate as well as the profession and industry.

- Assist with the personal hygiene of patients including but not limited to:
  - Bed, bath, mouth care, back care, care of feet, care of hair, dressing and undressing
- Transfers in and out of bed, wheelchair, walker, and commode.
- Assist with ambulation and use of self-help devices.
- Utilizes home environment to patient's needs.
- Presents knowledge and understanding of agency policies, procedures, and philosophies.
- Exhibits general business practices, budgeting, and finance.
- Assists with prescribed therapy exercises taught and supervised by appropriate personnel.
- Documents care provided per organization policy.
- Provides proper emotional support to patient and family.
- Promptly reports special needs and changes in patient's condition to RN or Director of Nursing Services.
- Recognizes and reports situations of potential harm to the patient. Prevents accidents.
- Provides a safe and comfortable environment.
- Maintain a clean environment in the patient's immediate environment
- Maintain the patient's and family's right to privacy and confidentiality at all times
- Works non-judgmentally with patients and families of many cultures, religious, and socioeconomic backgrounds and various lifestyles
- Keeps others adequately informed as needed.
- Exhibits good listening and comprehension.
- Uses negotiation skills to resolve conflicts. Deals effectively with difficult situations.
- Maintains effective professional relationships.
- Treats patients, families and staff with respect and compassion.
- No gossip, does not harm others in conversation.
- Performs other responsibilities as assigned.

This position requires endurance to perform tasks over long periods of work hours and the ability to perform essential functions without posing a "direct threat" in the work place. Must be able to lift 55 pounds.

Category of risk to exposure to blood and fluid: 1 ● 2 ○ 3 ○