



County of Saint Joseph, Indiana
Department of Human Resources
227 West Jefferson Boulevard
South Bend, IN 46601
Phone: 574-235-9547 Fax: 574-245-6602

Position:

Opening Date: 10/19/16

Closing Date: until filled

Salary: \$13.00 per hour

Department: Certified Nursing Assistant (CNA)

Location: Portage Manor

Description:

This position is part-time, non-exempt and is covered under the Saint Joseph County Employee Policy Manual.

Hours: 24 hours per week

Shift Times: 1p-9pm

Essential Functions:

- Assist with ADL's and scheduled bathing for residents. Completes skin checks and reports any new or abnormal skin conditions, including cuts, bruises, and red areas to a nurse.
- Assist with grooming needs for resident (trim nails, brush hair, maintains a list of residents who need haircuts), this includes cueing, supervising, and/or completing tasks for more limited residents.
- Report to QMA/CNA/Nurse on duty for updates and resident care concerns and needs.
- Assist with resident in keeping bedroom clean and free of clutter. Remove linen and trash on shower days and as needed.
- Maintain inventory of supplies.
- Work with nursing team to ensure hygiene needs are being met.
- Assist resident to meals and help serve trays as needed.

Qualifications:

- High school diploma or GED
 - Must be at least 18 years of age
 - Nurse's Aide Certificate active by the State of Indiana.
 - Experience with disabled adult population
 - Genuine care/interest in the well-being of geriatric persons
 - Ability to work alone with minimal supervision and with others in a team environment
 - Ability to read, write, and speak English
 - Ability to de-escalate conflict and encourage good working relationships with residents, peers, and supervisor
 - Ability to comply with all employer and department policies and work rules. Including but not limited to; attendance, safety, drug-free workplace, and personal conduct
 - Ability to maintain confidentiality of department information and records according to the state requirements.
 - Ability to occasionally work extended hours
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