

ANCHOR HOME HEALTH CARE

Job Description Form

v04-09-14

Job Title	Private Duty Certified Nurse's Aide (CNA)
Direct Supervisors	Designated Nursing Supervisor & Staffing Coordinator
JOB PURPOSE	
<p>The Private Duty CNA is a health care provider who through education and experience possesses a distinct body of knowledge and skills. He/she applies that knowledge and skills in providing/assisting clients with basic personal care, grooming, activities of daily living and light housekeeping tasks.</p> <p>The location where AHHC staff provide services varies by client. Services may be performed in settings such as a client or family member's home, at a public/private school, out in the community while assisting client's to appointments or with errands.</p>	
JOB REQUIREMENTS	
<ul style="list-style-type: none">• Must be certified as a Nurse's Aide in the state of Illinois.• Must be certified to provide basic cardiac life support.• Must have the ability to function in any home situation regardless of age, race, creed, color, sex, disability or financial condition of the client.• Must have the ability to work flexible hours as required to meet identified client needs.• Must be able to speak, write, read and comprehend English.	
JOB SKILLS	
<ul style="list-style-type: none">• Must possess strong time management and organizational skills.• Must be able to write legibly in order to complete service documentation.• Must be able to work independently without direct on-site supervision.• Must possess the disposition and personality to work harmoniously with a wide variety of people and all levels of staff and interact professionally as a member of a team.• Must have the ability to adapt to changing organizational and client needs.• Must possess absolute integrity and the use of good judgment to handle the professional and confidential nature of assignments.	
PHYSICAL REQUIREMENTS	
<u>MENTAL FACULTIES & GENERAL DISPOSITION:</u>	
<ul style="list-style-type: none">• Aides must be fully capable of assuming responsibility of care for patients in a private home setting where there is no immediate on-site relief or assistance.• Aides must have lucid, clear cognitive functioning in order to both provide required care during the shift as well as give appropriate report to oncoming caregiver at the end of his/her shift.	
<u>VISUAL APTITUDE:</u>	
<ul style="list-style-type: none">• Aides must be able to see with or without the aid of glasses/contacts in both normal and low light settings.• Visual aptitude is necessary in order to appropriately monitor the individual client.• Aides must be able to distinguish color in order to determine signs of medical issues such as blood in urine, pale skin color, etc.	

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<p><u>HEARING APTITUDE:</u></p> <ul style="list-style-type: none"> • Aides must be able to hear with or without the use of hearing aids. • Hearing aptitude is necessary in order to effectively monitor the client for signs of distress. • Hearing aptitude is necessary in order to communicate effectively with patients' family, co-workers, medical professionals and EMS to relay emergency information as needed throughout the shift both in person and via phone. <p><u>TACTILE APTITUDE:</u></p> <ul style="list-style-type: none"> • Aides need at least a moderate level of tactile aptitude in order to carry out assessment duties such as determining warmth of skin, feeling pulses, etc. <p><u>PHYSICAL APTITUDE:</u></p> <ul style="list-style-type: none"> • Private duty care typically requires quite a bit of physical activity such as walking, standing, lifting clients & equipment, stretching, reaching, balancing, crouching and bending. • Private duty care involves frequent pushing, pulling, repositioning, and lifting both clients and equipment. • Aides must be able to lift up to 50lbs with no restrictions in order to be freely assigned to any AHHC client. Aides with self-directed or physician guided restrictions of lesser weight limits will be assigned to AHHC clients on an individual case-by-case basis evaluating each client's weight and that of his/her equipment in consideration of the restriction in order to determine if the aide is permitted to work with that particular client. • Aides are frequently in homes with multiple levels requiring the aide to walk up/down stairs while sometimes carrying necessary equipment or supplies. • Care of pediatric patients is frequently performed with the client lying on the floor; aides must be able to fluidly move from the floor to a standing position during his/her shifts. • Private duty care often requires longer work days and varied schedules with individual shifts sometimes lasting up to 16 hours. • Aides must have the wrist/hand/finger dexterity necessary to legibly write or type frequently throughout the entire shift on various required agency forms. 	
JOB DUTIES	
<ul style="list-style-type: none"> • Complies with the practice's privacy policies and procedures for the management of protected health information (PHI), including the Notice of Privacy Practices. • Provides aide care based on the Care Plan developed by the Nursing Supervisor. • Record legible, accurate, detailed service documentation as care is being provided during each individual shift. • Report changes in patients' conditions to the family, co-workers and Nursing Supervisor as directed. • Maintains a safe & therapeutic environment for the client. • Initiates emergency procedures when necessary. • Assists with the orientation of new staff as needed. 	
REVIEWED BY	Jan Sensel, Director of Clinical Services & Beth Albert, Administrator
APPROVED BY	AHHC Board of Directors