

BAY COUNTY MEDICAL CARE FACILITY

JOB DESCRIPTION

DATE: 3/6/2014

F.L.S.A.Class: Non-Exempt

TITLE: ACTIVITIES AIDE I - CNA

REPORTS TO: ACTIVITIES DIRECTOR

JOB SUMMARY:

To provide and perform a variety of activities designed to meet cognitive abilities, individual interests, create activities and motivate within the scope of a Certified Nursing Assistant. Activities include assisting and explaining programs, sensory stimuli, transporting to and from activities and providing activities at bedside, etc.

PRIMARY DUTIES AND RESPONSIBILITIES:

1. Participate in morning report for activities of the day, change in resident status, and things to prepare for prior to start of events, etc. Set out proper materials and equipment prior to the activity.
2. Transport residents in wheelchairs and recliners to and from activity areas. Escort those who ambulate as needed.
3. Monitor activities and assure continuous safety and well being of each resident.
4. Regularly assist and encourage residents in activities such as participating in games, crafts, recreation, social gatherings, outings and so forth.
5. Know use of craft materials, activity equipment, etc.
6. Provide constructive suggestions for improvement and coordinate activities with fellow workers.
7. Clean service areas and materials at close of each session, returning supplies to the appropriate areas.
8. Provide continuing assessment information to supervisor, suggesting alternative program content for individuals, noting general well-being, and assisting with individual resident planning.
9. Receive visitors and encourage supportive assistance.
10. Oversee volunteers assisting with programs.
11. Participate in gift shop operations: selling, keeping records, arranging items,
12. Take residents to the doctors, shopping, various outings, etc. Able to use Facility bus and van.
13. Shops for department supplies.
14. Be on call to fill in for vacations, illnesses of fellow workers, working mornings, afternoons, evenings, and weekend shifts.
15. Assist resident in activities as needed and provide dignity at the highest standards.
16. Complete weekly progress notes, daily attendance and documentation.

17. Assist set up with dining rooms for resident meals, setting up, serving, and feeding.
18. Provide resident nail care during nail care activity.
19. Transferring, feeding and toileting of residents.
20. Post activity calendars in each resident room, highlighting each resident's individual interests.
21. Is knowledgeable of Resident Rights and ensures resident privacy and dignity and helps ensure a safe, secure environment for all residents.
22. Completes annual In-service training requirements, maintains acceptable attendance, and dresses in accordance with Dress Code Policy.
23. Responsible for appropriate use of Facility supplies and equipment to minimize loss, waste and fraud.
24. Maintains confidentiality of all data, including resident, employee and Facility information.
25. Performs other duties as assigned.

JOB QUALIFICATIONS:

1. High school diploma or equivalent
2. Valid State of Michigan C.N.A. license
3. Valid, unrestricted driver's license & valid proof of insurance
4. Accompany, assist and oversee residents on outings, must be able to bend, twist and stoop on a regular basis, stand and walk for long periods of time, and be able to lift a minimum of 50 pounds.
5. Interpersonal skills necessary to effectively communicate with residents, families, and the general public in situations requiring tact and patience, as well as manage the activities of groups of employees and volunteers.
6. Mental ability to handle pressure related to dealing with the concerns of residents and their families, meeting deadlines, and completing paperwork requiring concentration, and attention to detail.

WORKING CONDITIONS:

1. Time is split between a resident care environment with minimal exposure to communicable diseases when using universal precaution methods and a normal office environment.
2. Evening, weekend and holiday hours may be required.

Every employee at Bay County Medical Care Facility is entitled to a safe and healthful workplace. All employees will follow safe and healthful work practices, obey safety and health rules and regulations, and work in a manner which maintains high safety and health standards. The Facility will provide and maintain safe and healthful working conditions, and we will establish and insist upon work methods and practices that promote a safe and healthful workplace at all times.

The job duties and physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with a disability to perform the essential functions of this position.

This Job Description is intended to describe the general nature and level of work being performed by a person assigned to this job. It is not to be construed as an exhaustive list of all job duties that may be performed by a person so classified.

I have received, read and understand the above Job Description and Description of Physical Demands.

EMPLOYEE

DATE