

# Procare Healthcare, Inc

77 Wellsley Way: Dallas GA 30132

## CERTIFIED NURSING ASSISTANT/PERSONAL SUPPORT AIDE

### Criteria-Based Job Description

**Employee Name:** \_\_\_\_\_

**Date of Hire:** \_\_\_\_\_

#### **Qualifications:**

Current certificate to practice nursing assistant (Aid) in the state of Georgia; satisfactory criminal records; negative tuberculosis screening; free of communicable diseases; current certification in cardiopulmonary resuscitation and emergency first aid; good verbal and written communication skills; knowledge of rules and regulations for Person Support Services (PSS).

#### **Job Requirements:**

Providing a combination of basic personal care activities or homemaking services

<b>RESPONSIBILITY</b>	<b>EXPECTATION</b>
Provide personal care to the client at client's home	-Accessible 24 hours a day -Assist client with bathing -Assisting client with toileting -Assisting client with dressing -Assisting client with general mouth care -Assisting client with grooming and shampooing hair
Provides housekeeper services for the client	-Vacuuming and sweeping client's house -Dusting and mopping client's house -Doing laundry for the client -Cleaning client's room -Changing linens in client's bed -Cleaning client's refrigerator -Cleaning client's stove
Provides Ambulation and transfer help	-Assisting client in and out of bed/or wheelchair with or without the aid of lifts -Assisting client with walking -Encouraging physical activities
Provides medically related services	-Observing and reporting changes in client's condition -Picking up prescription drugs for the client -Accompany client on medical appointments as time allows -Reminding client to take medication
Provides Home Management Services	-Helping client doing grocery shopping -Assisting client in paying bills -Assisting client with food stamp or other application process -Assisting client with scheduling medical appointments -Assisting in other errands as needed
Performs other responsibilities as indicated	-Works as scheduled -Adheres to personnel Code of Ethics -Adheres to policies and procedures -Presents real, professional appearance -Demonstrates positive attitude Promotes teamwork

Copy of Job Description Reviewed with CNA \_\_\_\_\_

Date

CNA acknowledgement of receipt of Job Description

\_\_\_\_\_  
CNA Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employer Signature

\_\_\_\_\_  
Date