

CRADLING HANDS PEDIATRIC CARE CORPORATION
CERTIFIED NURSING ASSISTANT (CNA) POSITION DESCRIPTION

The **Certified Nursing Assistant** (CNA) perform various patient care activities and related non professional services to care for the personal needs of patients, working under the supervision of the RN following center procedures. The CNA is committed to providing the highest level of care on a daily basis and who are willing to work closely with our nursing team to ensure that our patients at CHPCC needs are met. The CNA assist our patients all of the activities of daily living, including feeding, bathing, dressing, and interacting with them.

DUTIES & RESPONSIBILITIES:

- Assist and work under the direction of the nursing team (RNs and LPNs) concerning child care activities.
- Reports any changes or concerns of patient or family member, signs and symptoms, investigation or intervention.
- Capable of taking vital signs such as Temperature, Respiration, Pulse and follow through of reporting to designated nurse.
- Adhere to CHPCC agency policies and procedures.
- Use proper operating procedure concerning use of equipment, such as storage, transport, and safety of patient's wheelchair.
- Prepares meals for children and feed children that can be fed by mouth without complications (PO feeds).
- Attends patient care conferences, communication meetings, and education and in-service programs offers by CHPCC.
- Assist nursing team in cleaning suction tubing and canister with vinegar and air dry.
- Cleans high chairs, exam table, patient equipment, change beds twice weekly and/or if requires changing due to soiling.
- Clean toys on a daily basis.
- Labels necessary equipment, or clothing to keep organization, other necessary supplies.
- Maintains cleanliness in kitchen area during and after meals.
- Keep refrigerator clean – clean on a weekly basis.
- Monitor expiration dates on patient's food supplies, label food supplies, report to family and/or nursing team following inventory check so family will be notify on shortage of supplies.
- Performs other duties as directed.
- Assist children with Activities of Daily Living (ADL), such as dressing, brushing of teeth, washing of hands.

- Assist children with pottng training and changing of diapers.
- Be able to escort PPEC clients on the bus (e.g. Marion/Leopard Transit).
- Supervise children in center area and outside play area.
- Takes inventory – store away or replace supplies where needed. Checks in delivered supplies and forward packing receipt to appropriate/designated party.
- Report to work as scheduled in accordance with CHPCC rules and regulation.
- Exercise good moral working environment and a positive team player.
- Maintain clean, neat and suitable attire – abide by the company’s dress code.
- Adheres to the confidentiality of patient and family information – Adhere to HIPAA policies.
- Position requires frequent bending, standing, pushing, pulling, stretching, lifting, communicating, keen listening & hearing, monitoring, sitting, carrying, and walking.

QUALIFICATIONS:

- Graduate of an accredited vocational school for Certified Nursing Assistants
- Current State Licensure as Certified Nursing Assistants
- Experience of at least one year general care of children – infants, toddlers and children
- Current Cardiopulmonary Resuscitation (CPR) – adult & child

My signature below confirms I have read and understand what is required of me as a Certified Nursing Assistants and agree to carry out my duties and responsibilities set forth in this job description.

Employee Signature

_____/_____/_____
Date