

Champaign County Job Description

Job Title: Certified Nurse Assistant Team Leader

Department: Nursing

Reports To: RN or LPN on duty

FLSA Status: Non-Exempt

Prepared Date: January, 2006

SUMMARY Provides assistance to a specific resident population with activities of daily living while orienting new CNA staff to the work environment. The Team Leader represents their assigned living area in staff meetings, including but not limited to the Safety Committee, Quality Assurance, Infection Control and special projects.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

Serves the residents in their assigned living area as a member of the Direct Care Team, while leading co-worker Certified Nurse Assistants in gaining exceptional skills, dedication and compassion.

Represents the staff in an assigned living area in facility meetings, committees, and serves as the first line for mitigating concerns with meeting the resident's or family expectations.

Provides individualized care according to resident needs and plan of care.

Assists with new employee selection. Evaluates the skills of new Certified Nurse Assistants and makes recommendations to management regarding the state of a new employee's orientation program.

Communicates new programs, interventions and new procedures with the CNA staff.

Provides resident care as presented in the CNA course and in the CCNH procedure manual.

Follows infection control guidelines as per CCNH nursing policy and procedure.

Assists with the delivery and set-up of food trays. Assists and/or feeds residents as assigned. Serves between meal and bedtime nourishment as assigned. Encourages/assists residents with hydration requirements.

Accurately performs vital signs, heights, and weights as assigned.

Maintains orderly and clean resident rooms in conjunction with Housekeeping staff.

Performs other duties as assigned.

SUPERVISORY RESPONSIBILITIES Responsible for serving as a mentor to new Certified Nurse Assistants, providing orientation, assisting with training and making recommendations to nursing administration.

QUALIFICATIONS To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

EDUCATION and/or EXPERIENCE Knowledge, skills and mental development equivalent to completion of four years of high school, or an acceptable equivalent combination of education and experience. Certified by the State of Illinois as a Certified Nurse Assistant. Must have demonstrated teamwork, excellent attendance and job performance.

LANGUAGE SKILLS Ability to follow directions and to communicate in English. Ability to develop and maintain good working relationships with staff, residents and their families. Must respect the principles of Resident Rights, confidentiality, EEO and ADA.

MATHEMATICAL SKILLS Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

REASONING ABILITY Ability to apply common sense understanding to carry out instructions furnished in written, oral or diagram form. Ability to deal with problems involving several variables in standardized situations.

CERTIFICATES, LICENSES, REGISTRATIONS Must be a Certified Nurse Assistant in the State of Illinois.

PHYSICAL DEMANDS The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Physical stamina necessary for the standing; bending; and squatting involved in resident care. Must also be able to lift 60 pounds on an average of 30 times per shift.

WORK ENVIRONMENT The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Ability to work weekends, holidays, evenings and nights as needed.

NOTE: This document contains wording of a general class of positions with the Champaign County Salary Administration program. The description contains examples of duties and responsibilities which may or may not be considered to be "essential functions" to a particular job position within this job class. "Essential functions" are to be determined at the position or job level with each department.