

<b>Job Title:</b>	Caregiver or Certified Nursing Assistant (CNA)	<b>Department</b>	Administration
<b>Status:</b>	Full Time – Hourly (Non-Exempt)	<b>HR Revision Date (Date/Initial):</b>	05/18/2018
<b>Manager Report:</b>	Assisted Living Supervisor		

## About the Organization

Inspiration Ministries (IM) is a faith-based provider of services and programming for adults with disabilities located near beautiful Lake Geneva, Wisconsin. IM stands out from other residences because of our warm, loving, family environment and Christ-centered vision. All our residents are treated with dignity and respect by a staff that is passionate about seeing each person grow in his or her highest level of independence.

## Mission Statement

“Helping people with disabilities **THRIVE** in Christ-centered community.”

## Core Values

- ✓ We believe in the authority of God’s Word
- ✓ We believe Jesus Christ is central to all we do
- ✓ We believe in the value of every person, no matter their ability
- ✓ We believe in humble service
- ✓ We believe in helping people achieve their very best
- ✓ We believe in transparency and integrity in all we do

## STARS Standard

Inspiration Ministries’ employees agree to a high standard of conduct as defined by our STARS standards:

- **Servant** – One who is Christ-like, humble, helpful, committed and empathetic.
- **Team** – One who draws people together, unifies, encourages shared ideas, and fosters open communication.
- **Achiever** – One who is loyal to the mission and goes above and beyond to achieve goals that move the ministry forward.
- **Respect** – One who is kind, patient, and affirms the value of others while being open and approachable.
- **Skilled** – One who uses their knowledge, gifts, skills, and expertise to perform their job exceptionally, is teachable, and continually pursues professional growth.

## Caregiver or CNA

Caregiver will assist adult residents with various levels of physical and functional impairment or disabilities. Caregiver will assist with those daily activities with which the resident is unable to perform without help. This fosters a resident’s ability to live independently with freedom of choice. All responsibilities will be conducted in a manner that is consistent with the philosophy of CBRF/Assisted Living and in accordance with Inspiration Ministries policies and procedures. Caregiver must be willing to put the Residents first.

There are various degrees of Caregiver. Certain Caregivers have continued education to earn the CNA and MedPass certification. There are additional benefits and job duties for the individual who has continued education certification.

# Position Responsibilities

## Primary Responsibilities

### 1. Provide assistance with Activities of Daily Living (ADL's):

- Help with dressing and undressing.
- Help with bathing, showering and toileting.
- Help with personal hygiene (shaving, dental care, nail care, hair care, and foot care) and pericare.
- Help with mobility devices including monitoring of safe transfer and ambulation techniques.
- Help with care of ADL devices such as eyeglasses and hearing aids.
- Answer patient call signal lights, bells, or intercom systems to determine patient needs.
- Turn or reposition bedridden patients.
- Provide physical support to assist patients in performing daily living activities, such as getting out of bed, bathing, dressing, using the toilet, and standing, walking, or exercising.
- Review patients' dietary restrictions, food allergies, and preferences to ensure patient receives appropriate diet.
- Feed patients or assist patients with eating or drinking.
- Lift or assist others in lifting patients to move them.
- Adjust positions of patients on beds or chairs.
- Operate medical equipment.

### 2. Instrumental Activities of Daily Living:

Provide assistance with:

- Maintenance and upkeep of rooms through housekeeping tasks such as: emptying trash, cleaning bathrooms, straightening countertops, bed making and bed changes.

### 3. Health Maintenance and Monitoring Task:

Performs simple treatments as ordered by physician:

- Observes and reports changes in resident's physical condition and cognitive/emotional status to DON, charge nurse, or physician.
- Conducts room checks.
- Monitors environment for safety hazards.
- Records incidents, errors, or accidents.
- Records resident and resident-related events.
- Reminds patients to take medications or nutritional supplements.

### 4. Activity Program:

- Participates in and supports therapy/exercise program.
- Participates in other resident activities as time permits.
- Records vital signs such as: temperature, blood pressure, pulse or respiration rates as directed by medical or nursing staff.
- Gathers information from caregivers, nurses or physicians about patient conditions, treatment plans, or appropriate activities.
- Administers basic health care or medical treatments.
- Applies bandages, dressing, or splints.
- Collects biological specimens for patients.
- Disposes of biomedical waste in accordance with standards.

### 5. Emergency Preparedness

- Responds to and acts appropriately in emergency or disaster situations.
- Administers therapy treatments to patients using hands or physical treatment aids.

### 6. Leadership:

- Plans and completes duties with minimal direction from supervisor.
- Works collaboratively with peers and other team members.
- Uses tactful, diplomatic techniques when communicating.
- Follows up with appropriate staff, resident, or other individuals regarding reported complaints, problems and concerns.
- Maintains all certifications required for employment.
- Ensures and maintains confidentiality for all residents.

#### 7. CNA and MedPass (if applicable):

##### Medication Administration:

- Assists residents by supervising or administering medications when necessary including:
- Monitoring of medication supplies and documentation. Notifies DON or charge nurse of any problems or untoward effects.

### **Minor Responsibilities**

- Demonstrates a respect for and an appreciation of the heritage, values and wisdom of the residents, and ensures protection of their rights.
- Demonstrates a desire/willingness to help residents when needed (but also encourages them to be as independent as possible)
- Attends and participates in staff meetings and staff chapels
- Attends mandatory monthly scheduled in-services and other resident care meetings as requested
- Assists in training of new staff as well as maintaining your own training.
- Creates and maintains an atmosphere of warmth, personal interest and positive emphasis, as well as a calm, safe environment

### **Wage Information**

- Average Number of Hours: 29+
- Status: Hourly (non-exempt FSLA)
- Pay Rate Scale:
  - \$19.00/hr (1<sup>st</sup> & 2<sup>nd</sup> shifts)
  - \$20.00/hr (3<sup>rd</sup> shift)
  - Additional compensation structure depending on years of caregiving experience
  - Sign-on bonus

### **Skills and Qualifications**

- Years of Experience: 2 Year of experience preferred
- Education: High School Diploma (GED) or higher
- Certification: CNA (Preferred)

### **Education**

- High-school diploma (some relevant technical school course work preferred)
- Years of Experience: 2-3 years of experience in a relevant office environment preferred.