

Our Purpose is Caring for Generations.
Our Mission is Creating Home & Building Community.
We value: Caring, Loyalty, Quality, Safety and Family.
Our vision is to define the country hospital experience.

JOB DESCRIPTION

Position Code: 31-1012

Job Title: Caregiver/NAC

Cost Center: Nursing

Reports to: Charge Nurse

Description Date: 09/25/07

Supervises: None

Pay Range: \$10.40 – 14.06

Exempt:

Non-exempt:

Position Summary: Trained staff who provide Activities of Daily living for family members who are unable to provide those tasks for themselves.

Minimum Qualifications

Education

- High School Diploma or GED
- Completion of a Certified Nursing Assistant program, or enrollment in a NAC class within twenty days of employment and successful completion within four months of employment.

Experience

- Previous experience in the health field desired.

Professional Licensure/Certification/Registration

- Registered as an NA in Washington State
- Certified as an NAC in Washington State
- Certified in Washington State as an NAC within 120 days of completing the Certification class.

Physical Requirements

- Safely lift up to 50 pounds of force frequently.
- Stooping, Kneeling, Crouching, and/or crawling.

Special Training/Skills

- Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagrammatic form.
- Ability to add, subtract, multiply, and divide all units of measure; to perform the four operations with like or common decimal fractions.
- Ability to use a passive vocabulary of 5,000 to 6,000 words; to read at a rate of 190 – 215 words per minute.
- Ability to write compound and complex sentences, using cursive style, proper end punctuation, and employing adjectives and adverbs.
- Ability to speak clearly and distinctly with appropriate pauses and

emphasis, correct pronunciation, variation in word order, using present, perfect, and future tenses.

Working Conditions

- Potential exposure to communicable diseases.
- Hazards due to unpredictable patients.
- Hazards due to improper use of equipment.

Essential Job Functions

Complete self evaluation 60 days prior to your anniversary, then return this form to your supervisor and schedule a meeting to discuss it. For each Job Function discuss your current performance and areas for growth and improvement

(-)Needs Improvement (✓)Meets Expectations (+)Excels

Job Function <i>Job Duties & Expectations</i>	-✓+	Performance Evaluation <i>Comment & Discussion</i>
Professional Development 1) Demonstrates competency in accordance with standards of professional development program 2) Maintains performance at level of certification, basic, intermediate, advanced or expert		
Assists with activities of daily living in accordance with the established nursing care plan. 1) Answers signal lights and bells to determine patients' needs. 2) Bathes, dresses, and undresses patients. 3) Serves and collects food trays and assists patients who require help. 4) Assists residents with ambulation using care planned assistive device or stand by assist. 5) Toilets patients, assists to toilet or changes patients soiled undergarment. 6) Changes bed linens. 7) Responsible to record intake and output and to record tray monitors. 8) Oral and dental care		

<p>9) Follow established Restorative Program and document results</p> <p>10) Always puts the wishes and desires of the family member as first priority</p> <p>11) Allows family members to make choices concerning meal times, bedtimes, awakening times, clothing choices, etc.</p>		
<p>Follow established standards of practice and reports change of condition to Licensed Nurse on duty.</p>		
<p>Perform all duties in accordance with established techniques, standards, and operational guidelines of the facility.</p>		
<p>Performs tasks, not directly related to patient care, to maintain a comfortable, orderly, clean and safe environment.</p>		
<p>Gives assistance in maintaining optimal physical and psychological functioning of patients and families.</p>		
<p>Maintains written records and charts of care provided.</p>		
<p>Attends in-service and staff meetings at a minimum rate of 70%.</p>		
<p>Assures patients' rights to privacy and confidentiality in all aspects of patient care.</p>		
<p>Performs other duties as assigned.</p>		

Values Expectation & Self-Assessment

Please rate yourself on a scale of 1-5 with 1 is extremely dissatisfied and 5 is extremely satisfied.

Caring

Respectful & Compassionate ← 1 — 2 — 3 — 4 — 5 →
 Listen & take thoughtful action ← 1 — 2 — 3 — 4 — 5 →

Loyalty

Dependable & Accountable ← 1 — 2 — 3 — 4 — 5 →
 Works together to accomplish the goal ← 1 — 2 — 3 — 4 — 5 →

Quality

Committed to continuous learning ← 1 — 2 — 3 — 4 — 5 →
 Maintain high standards ← 1 — 2 — 3 — 4 — 5 →

Safety

Demonstrates safe work habits ← 1 — 2 — 3 — 4 — 5 →
 Maintain clean & organized work area ← 1 — 2 — 3 — 4 — 5 →

Family

Trusting of others ← 1 — 2 — 3 — 4 — 5 →
 Truthful, gentle & kind toward others ← 1 — 2 — 3 — 4 — 5 →

Organizational Assessment

Overall Satisfaction – On a five-point scale, where “5” is extremely satisfied and “1” is extremely dissatisfied, how satisfied are you with Garfield County Hospital District as a place to work?	← 1 — 2 — 3 — 4 — 5 →	
I have the materials and equipment I need to do my work right.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
At work, I have the opportunity to do what I do best every day.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
In the last seven days, I have received recognition or praise for doing good work.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
My supervisor, or someone at work, seems to care about me as a person.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
There is someone at work who encourages my development.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
At work, my opinions seem to count.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
The mission/purpose of my company makes me feel my job is important.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
My associates (fellow employees) are committed to doing quality work.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
I have a best friend at work.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
In the last six months, someone at work has talked to me about my progress.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
This last year, I have had opportunities at work to learn and grow.	Yes <input type="checkbox"/>	No <input type="checkbox"/>

# Days of Modified Duty <input style="width: 40px; height: 20px;" type="text"/> # Days Call-off <input style="width: 40px; height: 20px;" type="text"/> Comments:	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Annual Mandatory Training</th> <th style="text-align: left;">Date</th> </tr> </thead> <tbody> <tr> <td>Fire & Life Safety</td> <td></td> </tr> <tr> <td>Resident Rights & Workplace Violence Prevention</td> <td></td> </tr> <tr> <td>Corporate & HIPAA Compliance</td> <td></td> </tr> <tr> <td>Infection Control & AIDS update</td> <td></td> </tr> <tr> <td>Other:</td> <td></td> </tr> </tbody> </table>	Annual Mandatory Training	Date	Fire & Life Safety		Resident Rights & Workplace Violence Prevention		Corporate & HIPAA Compliance		Infection Control & AIDS update		Other:		
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Professional Development: List up to 3 things you would like to accomplish between now and next year at this time. Discuss them with your supervisor.														
1)														
2)														
3)														
I have read, discussed and accept this Position Description/Performance Appraisal and Evaluation:														
_____	_____	_____												
Team Member	Date	Supervisor												
_____	_____	_____												
Administrator	Date	Date												