

## **JOB DESCRIPTION**

**JOB TITLE:** Certified Nursing Assistant (CNA)

**SUPERVISION RECEIVED:** Works under guided supervision.

**SUPERVISION EXERCISED:** Nursing

**FLSA Exempt:** Non-Exempt

**EEO Category:** 9 Service Workers

### **ESSENTIAL DUTIES:**

1. Room patients.
2. Obtain patient vitals.
3. Set up medical equipment for procedures.
4. Clean and sanitize patient rooms.
5. Assist clinical nursing staff where needed.
6. Clock in and out appropriately each day for shift worked as well as for meals in electronic time keeping system.
7. Other duties as requested.

### **EDUCATION/QUALIFICATIONS:**

1. High school diploma or GED.
2. Current and active CNA in the state of Missouri.
3. Current Basic Life Support certificate.
4. Minimum of 3 months experience in an administrative or customer services related position.
5. Basic knowledge of medical terminology.
6. Basic computer skills.
7. Knowledge of customer service concepts including importance of appropriate image.
8. Strong verbal and written communication skills. Ability to communicate clearly and positively.
9. Multi-task oriented with desire to work in a fast-paced environment.
10. Ability to work in a team environment, presenting a professional image and commanding the respect of staff, peers and management
11. Leadership skills, initiative, a detail orientation, strong analytical skills, and decisive decision-making skills.

**ENVIRONMENTAL/WORKING CONDITIONS:**

1. Work is performed in a typical, well-lighted office and exam/procedure room setting.
2. Work involves frequent contact with ill staff and patients.
3. Work involves considerable walking, standing, bending, twisting and reaching.
4. May required lifting a maximum of 30 pounds.
5. Extensive viewing in computer screens.

	<b>Rarely</b> <b>0 – 10%</b>	<b>Occasionally</b> <b>10 – 50%</b>	<b>Frequently</b> <b>51 – 80%</b>	<b>Continuously</b> <b>81 – 100%</b>
Sitting				X
Standing				X
Walking				X
Bending				X
Squatting	X			
Kneeling	X			
Crawling	X			
Climbing	X			
Reaching above shoulder height	X			
Hearing				X
Speaking				X
Seeing				X
Typing				X
Lifting (weight/f orce)		X 0 to 20 lbs		
Carrying (weight/f orce)		X 0 to 20 lbs		
Pushing	X 0 to 20 lbs			
Pulling	X 0 to 20 lbs			

*This description is intended to provide only basic guidelines for meeting job requirements.  
Responsibilities, knowledge, skills, abilities and working conditions may change as needs evolve.*

I HAVE READ THE ABOVE JOB DESCRIPTION, UNDERSTAND THE REQUIREMENTS LISTED HEREIN,  
AN AGREE TO PERFORM THESE DUTIES AS WELL AS ANY OTHER RELATED DUTIES AS  
REQUESTED BY MY SUPERVISOR.

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Employee Name and Date

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Witness Name and Date