

Position: Certified Nursing Assistant/Program Director

Responsible to: Executive Director & Activity Director for daily coordination of activities/outings

Hours: 20-40 hours/week (schedule has varied hours during times of operation)

Salary: Depends on Experience

Direct Care:

- Assist participants with Activities of Daily Living as outlined in plan of care (assistance with meals, bathroom assistance, transfers, personal hygiene, etc.)
- Maintain interest in the needs of each participant and their goals
- Assist with overall activity program and follow calendar supplied by Activity Director
- Maintain a professional relationship with participants, co-workers, and volunteers
- Converse in a mature and professional manner with participants, families, volunteers, community members and co-workers
- CPR & 1st aid certified
- QMAP certified within 90 days of hire and administer medications following proper policy/procedure
- Ability to handle emergency situations appropriately
- Ability to lift at least 50 pounds
- Report **ALL** incidents and complete incident report if required (check with management)
- Responsible to maintain correct attendance log (head count); sign in/out participants
- Responsible to report any changes in participant's condition to management
- Required to transport participants in Elderhaus/Mindset vehicles
- Required to work at both sites as needed
- Required to open/close at site as needed
- Complete required daily documentation in a timely manner
- Ability to take/give direction while working in harmony with participants, staff and volunteers

Miscellaneous:

- Answer phones professionally and take messages accordingly
- Required to complete self-studies (continuing education)
- Attend all staff meetings-1st and 3rd Wednesday of each month (or more as needed)
- Present one in-service per calendar year
- Assist with fundraising as needed
- Mentor volunteers to learn about Elderhaus/Mindset
- Compliance with all Elderhaus Policy and Procedures
- Assist in other areas as needed

Employee Expectations:

- Possess a great deal of stamina, patience and tolerance
- Possess an attitude of concern, kindness and respect
- Ability to work with adults with special needs
- Personal conduct that enhances the overall professionalism of Elderhaus
- Promptness and dependability in reporting to work
- Willingness to work as a team
- Zero tolerance of substance abuse
- Neatness, cleanliness and appropriate dress code (professional appearance at all times)
- Willingness to learn and improve professionally

Required Documents:

- Current C.N.A. license in good standing
- Current driver license in good standing

