



Cornerstone Residence of Bagley

Certified Nursing Assistant & Personal Assistant Job Description

30 Sunset Ave, Bagley, MN - 218-694-2701- www.cornerstoneshc.com

*The list of **responsibilities** may seem long, but the list of **rewards** is longer!
There is no greater privilege than to care for our elders. Each of their wrinkles is
a story of laughter, every scar a story of lessons learned, & each grey hair a story of a life lived.*

*Imagine what we can learn.
All we need is an open heart & ears intent on understanding.*

Supervisor: Housing Manager

Experience/Training

- Personal Assistant - no former training or experience needed
- Certified Nursing Assistant - certificate needed but no former experience necessary

Qualifications

- Caring attitude toward individuals needing assistance
- Ability to read and write
- Maturity
- Ability to deal effectively with the demands of the job
- Must successfully complete a competency test and demonstrate competency in these areas as designated by state requirements

Duties of the CNA/Personal Assistant

- Follow written instructions & assignments for care prepared by the Registered Nurse
- Assist residents to achieve maximum self-reliance
- Maintain a clean, healthful, and pleasant environment for residents
- Report changes in resident's condition and needs
- Complete appropriate records accurately *(continued)*

**Cornerstone provides top notch health care that our residents not only trust in but depend on.
Our goal is to provide a healthy, rich, & enjoyable lifestyle for each & every resident.**

- Maintain client confidentiality
- Perform personal cares for clients, such as bathing, grooming, dressing, oral hygiene, toileting, assistance with ambulation, exercise, etc.
- Assist with social activities as scheduled
- Cleaning the common areas as directed
- Set up and serve meals to the residents in the dining room
- Assist with reminding and administration of resident medications. This assistance will be done per policy, providing the personal assistant successfully completes the orientation and demonstrates competency in these areas.
- Provide household services essential to the resident's health in the their home
- Seek information or instruction as appropriate from the supervising RN
- Participate in orientation on new personnel
- Follow all agency policies and procedures
- May perform delegated nursing assigned procedures after successfully completing orientation and demonstrating competency in these areas.
- Other duties as assigned by the supervisor

We look forward to meeting you & discussing your interest in joining our team!

CORNERSTONE™

A SOLID FOUNDATION IN HEALTHCARE

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