

**SCHOOL SISTERS OF NOTRE DAME  
CENTRAL PACIFIC PROVINCE  
Job Title: Certified Nursing Assistant**

**Date:** 8/12/19

**Location:** Elm Grove, WI

**Department:** Health Services

**General Summary:**

The Certified Nursing Assistant, under the direction of the Nurse, provides functional support and health-related services to residents consistent with each resident's needs. All resident care is provided in a manner that meets the resident's physical, mental and psychosocial needs and enables the individual to attain or maintain the highest practicable level of functioning. Assignments will be made and supervised by a nurse. Personal care services will be provided to those residents who are medically stable. A Certified Nursing Assistant will provide services for within their scope of certification. The Certified Nursing Assistant maintains an atmosphere conducive to religious life for the residents, protects and promotes resident rights and assists the sister to maintain independence and control to the greatest extent possible.

**Essential Duties and Responsibilities:**

- Working in assisted living and skilled unit environments.
- Hygiene and grooming, ambulation and transfer.
- Making beds.
- Providing an atmosphere which promotes the resident's well-being.
- Takes and records temperature, pulse, respiration, weight, fluid intake and output.
- Prepares residents for meals and transports them to dining room.
- Passes and collects trays and assists residents with meals and feeds them when indicated.
- Passes nourishments as ordered.
- Keeps resident's personal objects and supplies clean and orderly.
- Charts and signs pertinent information; temperature, pulse, respiration and weight.
- Reports any unusual change in resident's behavior and condition to team leader within appropriate time.
- Handles job responsibilities in accordance with SSND's code of ethics, appropriate professional standards and applicable state/federal laws.

**Basic Qualifications:**

- Requires a High School Diploma or equivalent with a valid state certificate as a CNA
- A minimum of one year health care experience preferred
- Experience with elderly preferred
- Requires ability to provide resident care independently

**Job Type:** Full-time, 2<sup>nd</sup> shift **Hours:** 2:00PM-10:30PM

**Benefit Eligible:** Health, Dental & Vision Insurance, Life Insurance, STD & LTD Benefits, 403(b) Retirement Benefits, Generous Paid-time-off Benefits and Holiday Pay

**If you are interested in this position please complete an application.**

**If you have any questions contact:**

**Jennifer Gozdowiak, Human Resources**

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