

**SCHOOL SISTERS OF NOTRE DAME  
CENTRAL PACIFIC PROVINCE  
Job Title: Nursing Assistant – OVERNIGHT SHIFT**

**LOCATION:** Mankato

**DEPARTMENT:** Healthcare

**GENERAL STATEMENT OF DUTIES:**

Under the direction of licensed nursing staff and in accordance with departmental policies and procedures, the Nursing Assistant provides basic care to residents, assisting the residents in all aspects of activities of daily living and personal care. The Nursing Assistant assists in maintaining resident rooms, community room, corridors, and other common areas in a clean and safe condition.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Integrate the mission of the School Sisters of Notre Dame in work environment
- Maintain positive relationships
- Conduct oneself in a professional manner
- Provide quality care to ensure comfort, safety and hygiene
- Follow infection control, safety policies and procedures
- Perform duties outlined in the employee training manual
- Know and carry out health care policies and procedures
- Nurses assist residents with dressing, grooming, bathing, transfers, toileting etc. as needed to ensure comfort, safety, and hygiene
- Attend resident care conference and implement all appropriate aspects of care plans
- Observe and report changes in a sisters condition to nurse in charge
- Follow safety procedures

**BASIC QUALIFICATIONS:**

- High school diploma or GED preferred
- Nursing assistant registration preferred, not required
- Six months long-term care nursing assistant experience preferred
- Ability to speak, read and write English
- Must be 16 years old
- Desire to work with the elderly
- Ability to lift a minimum of 75 pounds
- Ability to collaborate and work effectively with other health care employees
- Ability to communicate effectively with residents, families, and supervisor
- Ability to follow directions
- Ability to cope with mental and emotional stress

- Able to move intermittently throughout the workday
- Able to see and hear or use prosthetics that will enable these senses to function
- Stand, walk, and run while caring for patients
- Bend or twist the body
- Use their hands to handle, control, or feel objects, tools, or controls
- Kneel, stoop, crouch, or crawl

**JOB TYPE:** 64 hours per two week pay period on the overnight shift.

**BENEFIT ELIGIBLE:** Yes

**COMPREHENSIVE BENEFITS:**

- Employer sponsored medical, vision, and dental insurance plans
- 403(b) retirement plan
- Long and short-term disability
- Life insurance
- Holiday pay (after 3-months)
- PTO

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

**If you have questions please contact:**

**Nikki Chicos**  
**Human Resources Coordinator**  
**507-389-4287**  
[nchicos@ssndcp.org](mailto:nchicos@ssndcp.org)

**Rachal Depuydt**  
**Human Resources Manager**  
**507-389-4288**  
[rdepuvdt@ssndcp.org](mailto:rdepuvdt@ssndcp.org)