



Job Description

Position Title: Nursing Assistant

Department: Health Care

Shifts Available: Full-time or Part-time available. Flexible with hours.

- **Days:** 6:00a.m. – 2:30p.m.
- **Evenings:** 2:00p.m. – 10:30p.m.
- **Nights:** 10:15p.m. – 6:45am

General Summary:

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
- 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 sister's condition to nurse in charge
- Maintain an orderly and presentable office and work area at all times
- Perform other duties as assigned by nurse in charge
- Attend workshops, in-services and Hill employee meetings as required

Basic Qualifications

- High school diploma or GED preferred
- Nursing assistant registration preferred
- 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

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

If you have any questions please contact

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