

<b>Job Title:</b>	Caregiver/CNA	<b>Department</b>	Nursing (01)
<b>Status:</b>	Hourly/ Non- Exempt – Full Time, Part Time or Variable	<b>HR Rev. Date (Date/Initials):</b>	6/1/2024 (BJ)
<b>Manager Report:</b>	Director of Resident Services		

## About the Organization

Inspiration Ministries (IM) is a faith-based provider of services and programming for adults with disabilities located near beautiful Lake Geneva, Wisconsin. IM stands out from other residences because of our warm, loving, family environment and Christ-centered vision. Each resident is treated with dignity and respect by a staff that is passionate about seeing each person grow to his or her highest level of independence.

## Mission Statement

Opening a world of opportunities for people living with disabilities to thrive and achieve their God-given purpose.

## STARS Standards

Inspiration Ministries' employees agree to a high standard of conduct as defined by our STARS standards:

- **Servant** – One who is humble, helpful, committed and empathetic.
- **Team** – One who draws people together, unifies, encourages shared ideas, and fosters open communication.
- **Achiever** – One who is loyal to the mission and goes above and beyond to achieve goals that move the ministry forward.
- **Respect** – One who is kind, patient, and affirms the value of others while being open and approachable.
- **Skilled** – One who uses their knowledge, gifts, skills, and expertise to perform their job exceptionally, is teachable, and continually pursues professional growth.

## Caregiver/Certified Nursing Assistant (CNA)

Primary Purpose:

Caregiver will assist adult residents with various levels of physical and functional impairment or disabilities. Caregiver will assist with those daily activities with which the resident is unable to perform without help. This fosters a resident's ability to live independently with freedom of choice. All responsibilities will be conducted in a manner that is consistent with the philosophy of CBRF/Assisted Living per DHS 83 and in accordance with Inspiration Ministries policies and procedures.

### Foundational Requirements

- Consistently demonstrate a strong Christian witness and humble spirit toward residents, employees and volunteers, colleagues, and all constituent groups.
- Actively promote what is being accomplished as a testimony to God's provision.
- Remain updated on all aspects of ministry programs and services.
- Completes assigned training on time.

### Major Job Responsibilities

## **1. Provide Assistance with Activities of Daily Living (ADL's)**

- a. Helps with dressing and undressing.
- b. Helps with bathing, showering and toileting.
- c. Helps with personal hygiene (shaving, dental care, nail care, hair care, and foot care) and peri-care.
- d. Helps with mobility devices including monitoring of safe transfer and ambulation techniques.
- e. Helps with care of ADL devices such as eyeglasses and hearing aids.
- f. Answers resident call signal lights, bells, or intercom systems to determine resident needs.
- g. Turns or reposition bedridden residents.
- h. Provides physical support to assist residents in performing daily living activities, such as getting out of bed, bathing, dressing, using the toilet, and standing, walking, or exercising.
- i. Reviews residents' dietary restrictions, food allergies, and preferences to ensure resident receives appropriate diet.
- j. Feeds residents or assists residents with eating or drinking.
- k. Mechanical lift operation for moving and transferring residents.
- l. Adjusts positions of residents on beds or chairs.
- m. Operates medical equipment.
- n. Administers therapy treatments as needed.

## **2. Provide Assistance with Instrumental Activities of Daily Living**

- a. Maintains and ensures cleanliness of resident rooms through housekeeping tasks such as: emptying trash, cleaning bathrooms, straightening and clearing countertops and surfaces, general tidying, bed making, bed changes, CPAP cleaning and routine maintenance.

## **3. Health Maintenance and Monitoring**

Performs simple treatments as ordered by physician:

- a. Observes and reports changes in resident's physical condition and cognitive/emotional status to Supervisor or Nurse.
- b. Conducts regular, resident shift rounding and room checks.
- c. Monitors environment for safety hazards.
- d. Records incidents, errors, or accidents.
- e. Records resident and resident-related events.
- f. Reminds residents to take medications or nutritional supplements.

## **4. Activities and Life Enrichment**

- a. Participates in and supports therapy/exercise program.
- b. Participates in other resident activities as time permits.
- c. Records vital signs such as: temperature, blood pressure, pulse or respiration rates as directed by medical or nursing staff.
- d. Gathers information from caregivers, nurses or physicians about resident conditions, treatment plans, or appropriate activities.
- e. Administers basic health care or medical treatments.
- f. Applies bandages, dressing, or splints as directed by nurse.
- g. Collects biological specimens for residents.
- h. Disposes of biomedical waste in accordance with standards.

## **5. Safety, Emergency and Disaster Preparedness**

- a. Based on organizational policies and protocols, training, continuing education, drills, and other exercises, personally responds to all emergencies in a consistent manner.
- b. Immediately reports real or suspected caregiver abuse, misconduct, misappropriation, other complaints, problems, concerns or other violations per DHS 83.
- c. Participates in regulatory maintenance efforts to ensure state and federal compliance.

## **6. Teamwork**

- a. Maintains resident confidentiality and HIPAA compliance at all times.
- b. Plans and completes duties with minimal direction from supervisor.
- c. Accepts delegation and direction from nurse related to resident care.
- d. Works collaboratively with peers and other team members.
- e. Uses tactful, diplomatic techniques when communicating.

- f. Follows up with appropriate staff, resident, or other individuals regarding reported complaints, problems and concerns.
- g. Maintains all certifications required for employment.

**7. CNA and Medication Administration/Pass (certification required)**

- a. Assists residents by supervising or administering medications, continually monitoring medication supplies, maintaining documentation, and immediately reporting errors, issues, problems or other effects to supervisor or nurse.

**8. Housekeeping, Laundry, Resident Rounding and Room Check Liaison**

- a. Collects and audits housekeeping checklists daily to ensure completion, providing report to Caregiver Coordinator/Preceptor and Healthcare Administrator for review and action, if applicable.
- b. Collects and audits resident rounding and room check checklists daily to ensure routine wellness checks are occurring, providing report to supervisor for review and action, if applicable.
- c. Collects and provides laundry services as needed, ensuring residents belongings are labeled and returned in a timely manner.

**Other:**

- Read observation notes, emails, and respond to messages in a timely manner. Attend and actively participate in mandatory organizational meetings.
- Provides staff training and orientation to caregivers when necessary.
- Other duties as assigned.

**Wage Information:**

- Full Time (30+ hours/week)
- Part Time (20-30 hours/week)
- Variable (at least 4 shifts/month)
- Pay Rate Scale:
  - \$19.00/hr. (1<sup>st</sup> & 2<sup>nd</sup> shifts)
  - \$20.00/hr. (3<sup>rd</sup> shift)
  - Additional compensation structure depending on years of caregiving experience

**Education and Experience:**

<b>Years of Experience</b>	2 years working in CBRF or LTC experience preferred.
<b>Education</b>	High school diploma or equivalent required
<b>Certifications &amp; Requirements</b>	<ul style="list-style-type: none"> <li>• Certified Direct Care Professional or Certified Nursing Assistant (preferred)</li> <li>• Maintains CEUs as required by the State of Wisconsin</li> <li>• Ability to lift up to 50 lbs.</li> <li>• Ability to push, pull and move 125 lbs in wheelchair</li> </ul>

*This job description is not intended to be all inclusive. Therefore, the employee may be requested to perform other reasonable duties as assigned by the immediate supervisor or other management as required. Inspiration Ministries reserves the right to revise or change job duties as business requirements dictate. It is mutually agreed the job description does not constitute a written or implied contract of employment. It is also understood the company reserves the right to change work schedules as required. By signing the attached job description, you indicate your understanding of the scope of this position and commitment to fulfilling the duties as assigned by the Chief Clinical Officer.*

\_\_\_\_\_ Name

\_\_\_\_\_ Date