

## **UNIVERSAL WORKER – NURSING/HEALTH CARE ASSISTANT**

**Department:** Nursing  
**Supervisor:** Director of Nursing  
**Salary Range:**  
**Shift:**  
**FLSA Status:** Non-exempt

### **QUALIFICATIONS**

#### **EDUCATION & CREDENTIALS:**

High school graduate or G.E.D. required. Health Care Assistants must be able to read, write and follow written and oral instructions in English. Satisfactory completion of a 75-hour Nurse Aide course is required. Certification may be completed after employment begins, but must be completed within \_\_\_\_\_ months. Failure to maintain current licensure and certification in good standing without restrictions will result in termination. May not be a debarred provider.

#### **REGULATORY COMPLIANCE REQUIREMENTS:**

Health Care Assistants are required to report any arrest, charge, or conviction of a crime other than a traffic violation, and receipt of notice of any agency investigation or charge, including investigations relating to licensure, certification status, or dependent adult or child abuse within 48 hours and may not perform services pending such report. Failure to report such an arrest, charge, conviction, investigation or similar issue may result in termination.

Health Care Assistants must understand the nature of resident care and resident rights and comply with these requirements at all times.

A Nursing Health Care Assistant who reasonably believes a dependent adult has suffered dependent adult abuse is required to report suspected abuse to the Director of Nursing within twenty-four (24) hours.

During the course of employment Health Care Assistants are also required to report any information that may impact patient/resident care, including, but not limited to, violations of resident rights and HIPAA violations to his/her supervisor or \_\_\_\_\_.

## **CONTINUING EDUCATION**

**REQUIREMENT:** All Health Care Assistants are required to complete annual 12-hour in-service training programs. Failure to complete the 12-hour in-service training program, or any other requirement under internal policies, local, state or federal law may result in termination.

## **WORK**

**EXPERIENCE:** Basic understanding and a genuine interest in the care of the geriatric resident required. Previous health-related experience is preferred, but not required. Extensive on-the-job training is provided.

## **GENERAL JOB SUMMARY**

Health Care Assistants are responsible for providing personal care and assistance in the facility. Health Care Assistants may be called upon to help residents with personal hygiene, including assistance with dressing, grooming, going to the bathroom, feeding and the giving of baths/showers. Health Care Assistants will be called upon to provide basic treatments as required at the direction of the nursing staff. This includes but is not limited to such things as taking vital signs. Health Care Assistants are responsible for observing and reporting changes in residents' physical and emotional conditions to the nursing staff. Excellent communication and team skills are needed.

## **ESSENTIAL FUNCTIONS AND RESPONSIBILITIES**

The following is a list of duties and responsibilities for Health Care Assistants. All job duties are essential functions for the position of Health Care Assistant.

1. Assist with admissions, discharges and transfers.
2. Perform or assist residents with personal grooming needs (shaving, hair care, nail care, oral hygiene, denture care, skin care, cosmetics, toileting, and bathing if necessary).
3. Assist residents with dressing and undressing, as needed, in clothing appropriate to the time of day and season of the year.
4. Assist residents with before and after meal routines (wash hands, face, transport to/from dining area or prepare for in-room dining).
5. Provide assistance with serving meals and snacks, feeding residents – if needed, and providing adequate hydration (record intake/output and observations as directed).
6. Report appetite changes and request substitutions when necessary.
7. Participate as a team member in helping to maintain the physical, social and psychological environment conducive to the resident's welfare and best interests.

8. Observe and report resident conditions to nurse or appropriate supervisor and all information pertaining to procedures carried out, changes, incidents or unusual findings.
9. Become familiar with resident's daily needs, likes, dislikes, etc. in order to personalize the care given each individual per his or her care plan.
10. Consistent ability to reasonably conform to all rules and policies of this facility.
11. Follow instructions well and complete daily assignments as assigned.
12. Actively participate in the in-service program of the facility in an effort to advance knowledge and skills.
13. Chart required information accurately and sign entries with name/title.
14. Assist residents in caring for and securing (non-loss) of personal articles, labeling clothing, etc.
15. Change bed linen.
16. Provide between-meal nourishment when indicated (distribute supplemental nourishment as assigned, provide assistance as needed, accurately record and report intake of nourishment).
17. Assist residents in all elimination needs (bedpan, urinal, bathroom assistance, etc.).
18. Participate in facility incontinence program.
19. Perform perineal care after each episode of incontinence.
20. Perform catheter care per facility policy.
21. Record bowel habits and urine outputs as directed.
22. Collect specimens as directed.
23. Reposition immobile residents at times and in a manner as instructed.
24. Help prevent complications of decubitus and contractures by replacement of positioning aids, protective padding, etc.
25. Assist residents in transferring from bed, chair, wheelchair, toilet, etc., using appropriate equipment and following principles of body mechanics (determine number of persons for assist; use gait belt, Hoyer lift, grab bar, etc.).
26. Assist residents in exercise (active/passive range of motion, ambulation, etc.) as indicated by supervisor and individual care plan.

- 27. Help restore independence through teaching and encouragement in ADL skills (eating, dressing, ambulation, toileting, etc.).
- 28. Other Duties: (Fill in) \_\_\_\_\_  
\_\_\_\_\_
- 29. Other duties as assigned.

### **PHYSICAL ACTIVITY REQUIREMENTS AND ENVIRONMENT**

**Lifting Requirements:** Health Care Assistants will frequently be called upon to lift various items between 10 and 50 lbs. Health Care Assistants will frequently be required to lift over 50 lbs. while transferring a non-ambulatory residents weighing between 100 and 160 lbs. Assistive devices are used for resident lifts. Push/pull requirements of 40 lbs. are common.

**Carrying Requirements:** Health Care Assistants will frequently be called upon to lift and carry objects between 10 and 50 lbs. Health Care Assistants will frequently be called upon to carry in excess of 50 lbs. while transferring a non-ambulatory resident weighing between 100 and 160 lbs. Assistive devices are used for resident lifts.

**Safety:** Various safety protocols and assistive devices are utilized to perform job functions such as Hoyer lifts and gait belts. Health Care Assistants must be capable of using all such devices efficiently and safely and all such devices must be used pursuant to facility policies. Health Care Assistants must be familiar with and follow all facility safety policies.

**Sight Requirements:** Health Care Assistants are required to have vision corrected to average in order to assess and respond to residents, family members, physicians, co-workers and others.

**Hearing Requirements:** Health Care Assistants are required to have an average range of hearing, as corrected, in order to assess and respond to residents, family members, physicians, co-workers and others.

**Socialization Requirements:** Health Care Assistants are required to maintain excellent socialization and communication skills in and around residents, family members, physicians, co-workers and others.

**Other Physical Requirements:** Health Care Assistants will frequently be called upon for bending, squatting, kneeling, twisting and crouching. Small hand motions such as grasping or pinching are required. These activities will primarily be utilized during resident care and transferring of residents. Health Care Assistants must be mobile in all resident areas.

**Environment:**

- Exposure to general resident care environment.
- Exposure to resident variables such as inappropriate language or physical behaviors due to compromised mental capacity.
- Exposure to moderate temperature variations.
- Substantial exposure to pharmacological preparations, biologicals, potential biohazard materials including blood and other bodily fluids and medical sharp objects.
- Moderate exposure to cleaning solutions, perfumes, dyes, etc.
- Moderate noise levels.
- Very frequent work interruptions.
- Must work in groups or teams.
- Extended or variable hours may be required.

	Nvr 0%	Rare 1-5	Seld 6-19	Occas 20-33	Freq 34-66	Cont 67-100
<b>LIFT</b>						
1 - 10 lbs.						
11 - 20						
21 - 35						
36 - 50					X	
<b>CARRY</b>						
1 - 10 lbs.						
11 - 20						
21 - 35						
36 - 50					X	
<b>PUSH</b>						
1 - 10 lbs.						
11 - 20						
21 - 35						
36 - 50					X	
<b>PULL</b>						
1 - 10 lbs.						
11 - 20						
21 - 35						
36 - 50					X	
<b>HAZARDS</b>						
Blood Borne Pathogens	<input checked="" type="checkbox"/>		Mechanical		<input type="checkbox"/>	
Electrical	<input type="checkbox"/>	Radiant	<input type="checkbox"/>	Burns	<input type="checkbox"/>	
Explosive	<input type="checkbox"/>		Other		<input type="checkbox"/>	

  

	Nvr 0%	Rare 1-5	Seld 6 -19	Occas 20-33	Freq 34-66	Cont 67- 100
<b>PHYSICAL ACTIVITIES</b>						
Bend/Stoop					X	
Twist					X	
Crouch/Squat					X	
Kneel					X	
Crawl		X				
Walk-Level					X	
Walk-Uneven		X				
Climb Stairs		X				
Climb Ladder	X					
Reach Over Shldr				X		
Use Arms					X	
Use Wrists					X	
Use Hands					X	
Grasping					X	
Fingering					X	
Foot Control	X					
<b>ENVIRONMENT</b>						
Inside						x
Outside						
Heat						
Cold						
Dusty						
Noisy						
Humid						