



JOB TITLE: Certified Nursing Assistant (C.N.A.)
SCOPE: Non-Exempt
SUPERVISION: Director of Nursing

ORGANIZATION SPOTLIGHT: At DOORWAYS, our work has **purpose** and our **impact** is real. Join a team that is changing lives of individuals at the intersection of illness and poverty. We build hope through housing, healthcare, and empowerment services.

WHAT WE ARE LOOKING FOR: The ideal Certified Nursing Assistant (C.N.A.) will have excellent customer service experience, perform routine duties, follow through with the therapy program to aid in the patient's return to a maximum level of independent functioning, and provide basic nursing care to patients under general supervision of a licensed nurse. The successful candidate is organized, flexible, has great attention to detail, is highly capable of meeting expectations, and will pass a background check, drug test, and TB test.

WHAT YOU RECEIVE: The opportunity to work in a diverse environment with staff that exudes endless compassion. DOORWAYS is a fast-paced and jovial workplace that strives to eliminate obstacles for our clients. Benefits include highly competitive salary, health insurance, retirement savings and matching, mileage reimbursement, paid time off, and more!

MAJOR DUTIES AND RESPONSIBILITIES

Administrative Function

- Conduct the planning, developing, organizing, implementing and evaluation of Cooper House.
- Review policies and procedures, at least annually, and provide recommended changes.
- Greatly strengthen our focus on person-centered care to create a home-like environment and empower our residents.
- Work with agency's Continuous Quality Improvement (C.Q.I) team to develop and implement areas of improvement.
- Work with the social services staff and Nursing Supervisor on admission and discharge planning of residents.
- Proactively seeks out inventive ways to ensure occupancy rate of Care Facility remains high at all times.
- Conduct interviews with staff, residents, and families as necessary and in a private setting.
- Coordinate staff activities during the survey (inspections) process conducted by authorized government agencies.



- Submit a copy of Unusual Occurrence Reports to the CPO monthly with results of completion.
- Work on standardizing the methods in which tasks will be accomplished.

Personnel Functions

- Develop and maintain an excellent working relationship among departments within the facility and outside community health, welfare, and social agencies, to ensure the social service programs can be properly maintained to meet the needs of the residents.
- Create and maintain an atmosphere of warmth, personal interest, and positive emphasis, as well as a calm environment throughout the facility.
- Oversee the facility's department supervisors (dietary, nursing, and social services) and conduct staff meetings, department head meetings, individual meetings, and 1:1 meetings with management team.

Staff Development

- Work with HR on the development and in the implementation of an effective orientation program of new personnel.
- Assume the responsibility for maintaining professional competence through participation in programs of continuing education (i.e., seminars, training programs, etc.).

Safety and Sanitation

- Monitor facility personnel to ensure that they are following established safety regulations in the use of equipment and supplies.
- Ensure that facility personnel participate in all fire safety and disaster preparedness drills.
- Ensure that all incidents/accidents are reported immediately.
- Address all unsafe/hazardous conditions/equipment that have been reported immediately.
- Ensure staff wears protective clothing and equipment when handling infectious waste and/or blood/body fluids.

Budget, Planning and Supply Function

- Assist in the development of the facility's budget and monitor compliance with established budgetary guidelines.
- Assure the equipment and supply needs of the facility are maintained.

Residents' Rights

- Ensure that staff, volunteers, and visitors maintain confidentiality of all resident information.



QUALIFICATIONS

EDUCATION, EXPERIENCE, AND ABILITIES

- Valid Missouri C.N.A. license required
- Valid first-aid and CPR licenses required
- Preferred experience in a health care environment of at least six months

SPECIFIC REQUIREMENTS

- Demonstrated knowledge of HUD grants, Medicaid, and other government and/or private funding sources relevant to the role.
- Ability to communicate effectively in English, including reading, writing, and speaking, to perform essential job functions.
- Ability to interact tactfully and professionally with personnel, residents, family members, visitors, government agencies and representatives, and the general public.
- Ability to provide leadership and to work cooperatively with, and supervise, professional and non-professional staff.
- Ability to identify and evaluate new methods, practices, and principles, and to incorporate appropriate improvements into existing operations.

PHYSICAL REQUIREMENTS

- Ability to safely move, position, or transfer equipment, supplies, including handling heavy items more than one hundred (100) pounds, with the use of proper body mechanics, assistive devices, and/or team assistance as appropriate to ensure resident and staff safety.
- Ability to remain in a stationary position and/or move throughout the work environment for extended periods during the workday.
- Ability to position self (to move) and/or retrieve items from ground level on a regular basis.
- Ability to frequently use upper extremities for reaching, grasping, handling, fingering, and feeling in the performance of job duties.
- Ability to frequently use visual acuity to assess patients and clinical conditions, including observing skin tone variations, signs of IV infiltration or infection, and accurately reading medical monitors, telemetry, and blood pressure devices.
- Ability to frequently use auditory acuity to assess and interpret patient-related sounds, such as heart, lung, and bowel sounds.
- Ability to perceive and appropriately respond to auditory cues from medical equipment, alarms, and machinery that may indicate malfunction, unsafe conditions, or the need for corrective action.

WORKING CONDITIONS

- Regular interaction with patients, staff, visitors, and representatives of government or regulatory agencies in a healthcare or service environment.



- Position may involve contact with individuals who are experiencing emotional distress or challenging circumstances.
- May require flexibility to work beyond standard business hours, including evenings or weekends, and to assume temporary duties outside the primary role when operational needs require.
- Participation in required training, in-service programs, and continuing education activities is expected.
- Work environment may include exposure to various odors associated with healthcare or residential settings.
- Position may involve exposure to needles or other sharps, blood, and bodily fluids.
- Potential exposure to bloodborne pathogens, infectious materials, and communicable diseases, including HIV and Hepatitis B, in accordance with applicable safety protocols.
- May be required to work shifts other than the originally assigned schedule based on organizational needs.

All qualified applicants will receive consideration for employment without regard to race, creed, sex, sexual orientation, color, age, disability status or national origin.