

ORANGE COUNTY CLASS SPECIFICATION

TITLE: NURSING ASSISTANT **GRADE:** 4

TITLE ABBREVIATION: NURSING ASST **TITLE NO.:** 6474

JURIS.CL: NC **SALARY CODE:** 08 **UNIT:** **EEO CODE:** SM **FLSA CODE:** NE

DEPARTMENT: RESIDENTIAL HEALTH CARE SERVICES **DIVISION:** NURSING

SUPERVISOR'S TITLE: NURSING CARE MANAGER

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for performing non-professional nursing duties in connection with direct and indirect care of residents in the Orange County Residential Health Care Facility. Work is performed in accordance with facility and County policies and procedures and involves assisting residents with activities of daily living, maintaining a safe, comfortable and attractive setting for the residents and promoting the individual health of each resident through the maintenance of existing abilities. Work is performed under the general supervision of a Nursing Care Manager with direct supervision from Staff Nurses (RN) and Licensed Practical Nurses depending upon unit assignment. Does related work as required.

TYPICAL WORK ACTIVITIES:

1. Assists residents with grooming activities including but not limited to bathing, oral hygiene, care of nails, care of hair, shaving, make-up and dressing;
2. Assists residents toward meeting their daily nutritional needs by distributing meal trays, encouraging fluids, feeding residents who are unable to feed themselves and providing nourishments as required;
3. Assists residents with activities related to body elimination including assisting ambulatory residents to toilets and providing bedpans, urinals and adult diapers to bedbound and/or ambulatory residents;
4. Turns and positions residents as required to maintain optimum skin conditions in accordance with individual's health care plan;
5. Applies and releases resident restraints in accordance with individual's health care plan;
6. Lifts, moves and transfers, residents as required utilizing principles of good body mechanics and/or mechanical devices to protect both resident and self from injury;

7. Transports residents to appointments within the facility and may, on occasion, accompany residents to health related services in the community;
8. Makes beds and cleans and straightens the resident's unit, including the closet and inside of bedside stand;
9. Records information relative to care and status of resident on appropriate forms;
10. Provides post-mortem care including but not limited to cleaning the body, and accounting for the packaging personal clothes and belongings of the deceased;
11. Observes and reports unusual or significant behavior or changes in the resident's condition to the nurse;
12. May serve as "buddy" for Nursing Assistant Trainee during trainee's initial assignment to a unit;
13. May distribute clothes to residents, placing clothes appropriately in drawers or on hangers in closet.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Working knowledge of non-professional resident care practices in a long term health care facility; working knowledge of facility policies and procedures as they apply to resident care by nursing assistants; working knowledge of facility safety and emergency procedures; working knowledge of residents' rights; working knowledge of what constitutes resident abuse/neglect; ability to understand directions both orally and in writing; ability to adhere to a prescribed routine; ability to develop good working relationships and rapport with residents; good judgment; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

Candidates must possess a New York State Department of Health Nurse Aide certification or show evidence of such certification by another state with copy of application for reciprocity.

ADOPTED: 3/2/78

REVISED: 3/12/03 LC

EEO CODE UPDATE: 7/19/12