



## Position Description

Position Title:	<b>Licensed Nursing Assistant</b>		
Department:	<b>Health Services Center</b>	Reports To:	<b>Nurse Manager/Nursing Supervisor</b>
Classification:	<b>Non-Exempt</b>	Revision Date:	<b>August 2018</b>

## Position Overview

### Nursing:

Performs normal duties for a Licensed Nursing Assistant as determined by the Havenwood Health Services Center and within the scope of practice governed by the New Hampshire Board of Nursing.

## Principle Duties and Responsibilities

### Nursing:

1. Provides direct care to residents.
  - a. This includes bathing, dressing, transferring, feeding and ambulating residents.
  - b. Completes all assigned duties in accordance with department policy and procedures, producing timely and accurate results that meet department standards for quality of care.
  - c. Respects and enhances the worth of each individual resident and supports their bill of rights.
2. Observes and reports observations and/or changes in resident status.
3. Communicates effectively in person or by telephone with residents, physicians, families, staff members, visitors and outside agencies. Adheres to H-HH policy and procedures regarding confidentiality.
4. Participates actively as a team member – Havenwood Heritage Heights, Health Services, and unit team.
5. Adjusts priorities throughout the day to meet unit needs.
6. Participates in Quality Assurance efforts as directed by the Quality Assurance Committee.
7. Contributes to the neatness, cleanliness, and orderliness of the working environment and resident rooms. Maintains own work area.

## Competencies

- Resident Focus/Resident Rights
- Ethical Conduct
- Emergency Procedures
- Flexibility
- Initiative
- Personal Effectiveness/Credibility
- Stress Management/Composure
- Teamwork Orientation
- Technical Capacity
- Documentation

- Infection Control
- Nurse Aide skills
- Effective Communication
- QAPI
- Safety and Emergency Procedures
- Basic Restorative Skills
- Dementia
- Communication
- Compliance & Ethics
- Safety
- Person Center Care
- Cultural Competency
- HIPAA
- Behavioral Health

## Qualifications and Skills

- Successful completion of LNA training.
- Registration with the NH Board of Nursing required.
- CPR certification preferred.
- Cooperative personality and ability to work effectively in a team environment.
- Effective communication skills with residents and families, including listening, patience, and a courteous manner.
- Demonstrate the ability to stay calm and level headed in emergencies.
- Must be computer literate.

## Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Must have sight ability to read and comprehend written instructions and write documentation on residents. Must have ability to regularly lift and/or move up to 50 pounds without assistance. Must have ability to reach with arms and hands, climb, balance, stoop, kneel, crouch or crawl. Assists resident from: sitting to standing position; standing to sitting position; sitting to lying down position or; lying down to sitting position. Must have total knee and hip, elbow and shoulder and back flexion in order to assist a resident. Must be able to grasp securely to insure tight hold on a resident if they are falling.