

**COLORADO SPRINGS INDEPENDENCE CENTER**  
**Independence Home Care Services**  
**729 South Tejon, Colorado Springs, CO 80903**

**JOB DESCRIPTION: CERTIFIED NURSES AIDE**

---

**POSITION SUMMARY**

---

Provides personal care services under the direction of the Registered Nurse. The Home Health Aide is assigned to specific clients by the Agency and performs services for clients as necessary to maintain their personal comfort.

Reports to: Director of Nurses/Registered Nurse in regards to observing and reporting client medical conditions or emergencies; CNA Supervisor for all other situations, including update on medical issues.

Reports To: CNA Supervisor

---

**QUALIFICATIONS**

---

1. Successful completion of a formal CNA certification training program, skills test and competency evaluation
2. CPR Certification
3. TB test
4. Be at least eighteen (18) years of age.
5. Good interpersonal and communication skills.
6. Current driver's license, insurance, good driving record and reliable transportation.
7. Must be able to safely lift at least 50 lbs.
8. Must be skilled at complicated transfer techniques: Hoyer Lift/Easy Pivot Machine/gait belt, weight bearing & non-weight bearing techniques.

---

**ESSENTIAL FUNCTIONS/AREAS OF ACCOUNTABILITY**

---

1. Performs simple procedures as an extension of therapy services under the direction and supervision of the therapist/RN.
  - a. Range of motion exercises
  - b. Bowel program/Digital Stimulation
  - c. Urinary catheter care

2. Performs personal care activities, including but not limited to:
  - a. Bathing: Bed bath/tub bath/shower
  - b. Shampooing
  - c. Skin care/nail care
  - d. Oral hygiene
  - e. Shaving
  - f. Dressing
3. Performs household services essential to health care at home, including but not limited to:
  - a. Meal preparation/feeding
  - b. Laundry – only if soiled during visit
  - c. Light housekeeping in work areas soiled at visit
4. Assists in the administration of medications that are ordinarily self administered under the direction and supervision of the Registered Nurse (per state nurse practice laws and agency policy).
5. Reports any observed or reported changes in the client's condition and/or needs to the Registered Nurse, immediately and following up by documenting it on the appropriate forms (Green time sheets, and the Observation Report) and turning in the forms within 24 hours .
6. Documents care provided and completes the forms required for the client's records. Completes the appropriate records to document care given and pertinent observations.
7. Turns in all green time sheets by noon every Monday. Picks up work assignment schedule every Thursday for the next work week.
8. Promotes personal safety and a safe environment for clients by observing infection control practices, following agency guidelines and reporting unsafe situations to the supervisor/case manager.
9. Demonstrates safe practice in the use of equipment. Does not use equipment until orientation has been provided. Notifies supervisor of educational needs. Uses lift equipment provided in the home according to the instructions in the Plan of care.
10. Communicates effectively with all members of the interdisciplinary team through verbal reports, participation in staff meetings and team conferences as requested.
11. Maintains confidentiality in all aspects of the job.
12. Participates in required in-service programs to meet compliance requirements. Identifies learning needs to agency supervisor.
13. Performs other related duties and responsibilities as deemed necessary.

See ADA Requirements.

I have read and understand the above description of Certified Nurses Aide.

Signed \_\_\_\_\_

Date \_\_\_\_\_

**EQUAL OPPORTUNITIES CLAUSE:** The Colorado Springs Independence Center adheres to a policy of equal opportunity and non-discrimination to all eligible participants regardless of age, sex, color, ethnic origin, national origin, religion, sexual orientation, political affiliation, marital status, parental status, or disability.