

**POSTION DESCRIPTION      CERTIFIED NURSING ASSISTANT.**  
**Meadowcreek Day Services**  
**Group Day Support & Community Engagement**

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CLASSIFICATION TITLE: CERTIFIED NURSING ASSISTANT

GENERAL STATEMENT OF RESPONSIBILITIES:

This is a FLSA non-exempt position. The incumbent serves as a Certified Nursing Assistant in a Day Support Program for adults with intellectual disabilities. Services are provided to individuals with mild, moderate, severe or profound intellectual disabilities. The CNA must maintain safe conditions for the program participants and provide specific training, supervision, and assistance services, documenting as directed.

The incumbent reports to the Director I of the Day Support Program and position duties require proceeding alone under standard practices referring questionable situations to the supervisor. Carrying out position duties requires analysis of facts and determining actions using a wide range of procedures but within the limits of standard practice. He/she is expected to perform in accordance with applicable professional ethics, state quality assurance standards, Medicaid waiver regulations as well as established Region Ten policies. The Certified Nursing Assistant is an employee of the Adult Developmental Services Division and may be asked at any time by management to work at any given location as need by various division programs.

The essential functions of this job are starred below (\*) under "Major duties."

MAJOR DUTIES:

1. Ensures the health and safety of consumers and program participants and provides planned and emergency services as described:
  - a) Physically assists, supervises and/or trains all consumers in personal care skills (i.e. toileting, feeding, showering, toothbrushing, topical medications, menstrual care as needed.
  - b) Assists with assessment and delivery of health care needs including the self-administration of consumer medications, BSL checks, insulin, blood pressure checks, physical therapy as defined in medical care plans.
  - c) Performs CPR/First Aid/crisis interventions for medical or behavioral emergencies following training guidelines.
  - d) Counsels and manages behaviors by prevention or de-escalation of aggression
  - e) Performs lifting procedures following specific training guidelines. Uses adaptive equipment to assist with mobility and lifting needs of the individual
2. Directly implements the individual support plans for consumers in center-based and non-center-based community services; provide systematic skill-building support to increase independence in the areas of social, behavioral, personal care, communication, leisure/recreation, and community living skills; and facilitate social relationships with community members
3. \*Complete daily documentation for service delivery to include skill-building and support, interventions; observation and response of individuals; medication assistance and other documentation as required by licensure regulations and Medicaid Waiver requirements. Accurately and professionally records data as required by ISP.
4. \*Support individuals to engage with their community to include but not limited to a) optimizing autonomy and choice b) acquire, retain or improve skills necessary to build positive social relationships, interpersonal competence, greater independence necessary to access typical activities and functions of community life such as those chosen by the general population c) build relationships/natural supports within the community d) engage in community life and volunteer work e) opportunities to develop job skills/seek employment f) fostering learning opportunities g) teach skills to manage and use personal resources h) facilitate the development of natural supports i) community engagement must be provided in the least restrictive and most integrated settings according to the individual's person centered plan and choice.
5. \*Collects and evaluates weekly data to ensure documentation is accurate and complete.
6. \*Communicates to all in writing and verbally in a clear, grammatically correct, professional manner.
7. \*Assists with the research and development of program curriculum needs; development of training materials. Seeks out additional services/ resources in the community for program participants as needed.
8. \*Attends team meetings to discuss and coordinate client's needs and services, and attends interdisciplinary team
9. \*Transports clients to planned services, or arrange and train transportation skills, as applicable. This requires travel by foot, car, and public transportation as necessary. Transportation duties require availability

- of personal car for business use.
10. Is considered an essential staff and may be required to work at other program locations during scheduled hours to meet consumer needs. Must not leave consumers who require 24-hour care unattended at any time.
  11. \*Other job-related duties or projects as assigned by the Program Manager or Director

#### QUALIFICATIONS:

To ensure the safe and efficient operation of the program, a valid Virginia Driver's License plus an acceptable driving record as issued by the Department of Motor Vehicles are required. For business use of a personal car, a certificate of valid personal automobile insurance must be provided. To perform duties in this position the incumbent must have own car available for use each day. The vehicle must be in safe working order and have room for two passengers. Mileage is paid for transporting consumers. The incumbent must be physically able to respond to behavioral and medical emergencies, able to perform simple restraints, go up and down stairs, and ambulate quickly at center and in community settings. The incumbent must be able to perform all duties including physically assisting individuals with wheelchair transfers, which will require lifting, and assistance with personal care/hygiene tasks. Must maintain CNA certification

In addition, the incumbent needs to possess the following knowledge, skills and abilities

Knowledge of: characteristics of intellectual disabilities; autism; aging, epilepsy; cerebral palsy; first aid; basic health care practices and interventions CPR; medication management; emergency procedures; counseling techniques with verbal and non-verbal persons; teaching techniques, prompting, breaking down information, chaining steps; documentation of different skills; procedures for preventing, diffusing and managing aggression; services available in Charlottesville for resources and back-up for emergencies; standard residential operating procedures, personal hygiene care, products, physical assistance support techniques, wheelchair transfers; lifting techniques.

Skills in: recognizing and responding to medical needs and emergency care; delivery of medical care including medication delivery; BSL and insulin; blood pressure monitoring; operation of lifting and transfer equipment; systematic implementation of a wide range of medical/behavioral programs and instructional formats; counseling verbal and non-verbal persons; written and oral communication of information to other staff, and other shifts regarding client needs; accurately describing and recording data and observations; skills in use of non-aversive techniques to manage behavior problems; using universal precautions; physically assisting adults with personal care needs (toileting, mobility, feeding, menses care);

Abilities to: make sound and safe decisions as regards behavior management, health needs, emergencies; perform work assignments under little or no direct supervision as the supervisor may be at a different location; analyze needs of non-verbal consumers and respond appropriately; conduct domestic (daily living and self-help skills training), provide health care interventions as documented in care plan; de-escalate and manage aggressive persons; and drive defensively, physically assist including lifting and transfers (wheelchairs, etc.). Ability to meet the physical demands of the job including lifting a consumer who needs assistance and use of assistive devices. Staff should be able to support consumers as needed so that consumers may attain mobility goals. Incumbent must have the energy, stamina, and mobility to meet the community integration /domestic skills/personal care needs of clients. Ability to work as a team player to deliver consistent care to clients.

#### DIRECT CARE PERFORMANCE EVALUATION STANDARDS

This position is evaluated according to the Direct Care Performance Evaluation Standards

#### POSITION LOCATION

Meadowcreek Center  
2000 Michie Drive  
Charlottesville VA 22901

POSITION ORGANIZATION CHART



GRADE: 7

SCHEDULE: 40 hours weekly; Monday through Friday, shifts may vary 8:30 AM-4:30 PM

Position description Updated Feb. 21, 2024

I have reviewed this job description and acknowledge the duties as well as the KSA (knowledge, skills, abilities) included in this description. I also understand the performance standards as they apply to this position.

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Signature	Name Printed	Date