

## POSITION DESCRIPTION

## DIRECT SUPPORT PROFESSIONAL (A)/ CERTIFIED NURSING ASSISTANT - MEADOWCREEK

Meadowcreek Day Services: Group Day Support & Community Engagement  
Center for Adult Developmental Services

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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/bathing, tooth brushing, 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 plan
  - 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  
Uses positive programming methods to address behavior needs in accordance with licensure regulations and Human rights guidelines.
2. \*Assists directly in the implementation of consumer's individual program plans.
3. Documents individual performances across a wide range of educational and behavioral programs.
4. \*Transports consumers to activities in the community. This requires travel by foot, car, and public transportation as necessary. Transportation requires availability of personal car for client transportation.
5. \*Acquires and maintains valid certification in CNA requirements; First Aid, CPR, Medication administration, specific medical trainings for individual consumers; CPI/Behavior Management and Crisis Intervention
6. \*Reads all consumer, team, division, and agency communications.
7. \*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.
8. \*Performs lifting procedures following specific training guidelines. Uses adaptive equipment to assist with mobility and lifting/transferring needs of the clients.
9. \*\*Must have the energy, stamina, and mobility to meet the community integration/domestic skills/personal care needs of the clients. \*Must be able to physically assist individuals to evacuate from a building the event of an emergency.
10. \*Displays professional behavior; works effectively with individuals and team; communicates professionally and with respect to confidentiality, maintains good interpersonal relationships; works with teammates to problem-solve; and executes services delivery with attention to safety and quality of care.
11. \*Must be able to use a computer effectively to document consumer care in the electronic record; to create word documents and communicate effectively in writing reports, emails and correspondences in concise and grammatically correct manner.
12. \*Other tasks as assigned by supervisor.

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### 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 nonverbal 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 backup for emergencies; standard residential operating procedures, personal hygiene care, products, physical assistance support techniques, wheelchair transfers; lifting

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, Virginia 22901

### POSITION ORGANIZATION CHART

Program Manager II  
|  
Certified Nursing Assistant

### GRADE: 7

SCHEDULE: 40 hours weekly; Monday through Friday, shifts may vary 830a.m.-4:30p.m.

Position Description Updated: 11/7/2024

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