



## **JOB DESCRIPTION**

**TITLE:** Certified Nursing Assistant/Activities Coordinator

**REPORTS TO:** Center Director

**JOB SUMMARY:** Assist adult day care clients with activities of daily living.

### **Duties include but not limited to:**

- Provide hands-on care for multiple clients within center.
- Assist clients with feeding along with serving meals and clean up afterwards.
- Assist clients to and from restrooms and aid with toileting.
- Ensure incontinent clients are kept clean at all times.
- Reposition clients to ensure high level of comfort.
- Assist clients with ambulation and entering and exiting the center.
- Develop, plan and implement activities for elderly and disabled clients.
- Document daily activities within clients' progress notes.

### **Requirements include but not limited to:**

- 21 years of age, U.S. citizen or legal resident alien.
- Possess current nurse aid certification and registration with the State of Mississippi.
- Adhere to all MDOM policies and state nursing laws.
- Certificate for First Aid.
- Cardiopulmonary Resuscitation (CPR).
- Comply with HIPAA at all times.
- Results of drug screen, updated annually.
- Results of a criminal background check (to the extent permitted by law), updated annually.
- Results of any State of Mississippi Medicaid/Medicare fraud, waste and/or abuse checks.