

JOB DESCRIPTIONS

New York State Registered Nurse

Registered Nurses are responsible for ensuring that the delivery of nursing care on their assigned unit is consistent with facility standards and established policies and procedures. RNs assist in the management, supervision, and direction of nursing care in accordance with applicable federal, state, and local Health Codes and regulations. In order to be employed as a Registered Nurse with Heritage Ministries, an applicant is required to:

- Hold appropriate licensure as a registered professional nurse in New York State and be in good standing. Maintenance of licensure is required
- Additional education or experience in long-term care nursing is desirable
- Meet health assessment requirements, including required testing and health documentation.
- Possess computer application skills

In addition to the aforementioned requirements, all RN applicants:

- May be required to perform direct resident care duties
- Assess and advise appropriate nursing personnel of changes in resident conditions
- Accurately and thoroughly complete required reports and documentation in a timely manner
- Assist in the admission of new residents
- Conduct regular rounds on the unit and notify appropriate nursing personnel of findings

Registered Nurses may have other assigned duties and requirements as their supervisor or circumstances permit.

Nurse Facilitator

The Nurse Facilitator directs and supports the Certified Nursing Assistant staff by providing observation, assistance, and remedial training to the CNA staff members. In addition, the nurse facilitator provides appropriate documentation and may administer medications and treatments and serve as Charge or Staff Nurse. This individual also communicates with Administrative and Nursing Department Personnel. To qualify for the Nurse Facilitator position, an applicant must:

- Currently be licensed as a Registered or Licensed Practical Nurse in New York State and be in good standing. Maintenance of licensure is required.
- Possess a minimum of one year long-term care experience
- Previous supervisory and teaching experience preferred
- Must be able to meet health assessment requirements, including required testing and health documentation
- Possess computer application skills

In addition to the previous qualifications, a Nurse Facilitator:

- Serves as a unit resource advisor for unit operations and practices with particular reference to CNA development and education.
- Completes CNA Assessment forms and maintains a tracking system for scheduled reviews and audits.
- Review and assist with responsibilities performed by CNAs in a manner that facilitates optimum delivery of care to residents.
- May be responsible for managing, directing, and supervising all personnel and nursing operations of the nursing unit during the assigned shift if serving as Charge or Staff Nurse.

Heritage Ministries reserves the right to revise the essential position functions and responsibilities as the need arises.

New York State Licensed Practical Nurse

The Licensed Practical Nurse works closely with the other nursing department personnel to ensure that the delivery of nursing care on the unit is consistent with facility standards and established policies and procedures. The LPN staff nurse is responsible for passing medications and performing medical treatments. Qualifications for becoming employed as an LPN with Heritage Ministries include:

- Currently possess licensure as a Licensed Practical Nurse in New York State and be in good standing with the registry. Maintenance of licensure is required.
- Long-term care experience preferred.
- Must be able to meet health assessment requirements, including required testing and health documentation
- Possess computer application skills

As an LPN with Heritage Ministries, each staff member is expected to:

- Assess condition of residents and advise appropriate nursing personnel of changes in status.
- Pass medication and perform treatments according to facility protocol
- Provide direct resident care
- Review and implement physician orders in a timely manner
- Assess resident care on unit and shift by direct observation, personal interviews, and completion of quality improvement audit tools

Heritage Ministries reserves the right to revise the essential position functions and responsibilities as the need presents.

Certified Nursing Assistant (CNA)

Certified Nursing Assistants perform various resident care activities and related nursing functions necessary to provide for the personal needs and comfort of facility residents. CNAs are responsible for ensuring that the activities of daily living are delivered in a professional and caring manner. These individuals perform technical tasks, provide emotional support, and anticipate and meet the many needs of the residents.

Qualifications for becoming employed as a Certified Nursing Assistant include:

- Possess a current NY State Nursing Home Nurse Aide Certification and be listed on the NY State Nursing Home Nurse Aide Registry. The registry must confirm that the Nurse Aide's certificate number is not expired and that there are no sustained findings or convictions listed on the registry.

- High School Diploma or GED equivalent preferred
- Must be able to meet health assessment requirements, including required testing and health documentation.
- Ability to meet deadlines and handle stressful situations professionally

In addition to the necessary qualifications, CNAs will be expected to:

- Follow resident plan of care related to ADLs and nursing department functions
- Serve meals, nourishments, and liquids to residents. Assist those residents in need of help.
- Take temperature, pulse, respiration rate, and weight of residents and report abnormal findings
- Participate actively in all routine hygiene procedures related to resident care
- Support the Nursing Department functions on the unit by following established policies and procedures and ensuring the standard of care is consistent with philosophies and objectives of the Nursing Department.

Certified Nursing Assistants may be assigned additional duties as directed by the Unit Charge Nurse or other management level professional. Heritage Ministries reserves the right to revise the essential position functions and responsibilities as the need presents.

Nursing Assistant Trainee (NAT)

The Nursing Assistant Trainees participate actively in the New York State approved Nurse Aide Training Program in preparation to take the clinical and written test for certification. NATs are responsible for classroom attendance, completions of classroom assignments, clinical application of classroom education and satisfactory progress in all curriculum course outlines. NATs also participate in the Preceptor Program following class completion. Qualifications for becoming a Nursing Assistant Trainee are:

- High School Diploma or GED equivalent
- Current participation in an approved Nurse Aide Training Program with the intent to fulfill the requirements of certification within the time frame prescribed by the New York State Department of Health
- Must be able to meet health assessment requirements, including required testing and health documentation
- Ability to meet deadlines and handle stressful situations professionally

Nursing Assistant Trainees participate in many of the activities of a Certified Nursing Assistant during the training program. Some of the assigned position functions include:

- Follow resident plan of care related to ADLs and nursing department functions
- Serve meals, nourishments, and liquids to residents. Assist those residents in need of help.
- Take temperature, pulse, respiration rate, and weight of residents and report abnormal findings
- Participate actively in all routine hygiene procedures related to resident care
- Support the Nursing Department functions on the unit by following established policies and procedures and ensuring the standard of care is consistent with philosophies and objectives of the Nursing Department.

Once Nursing Assistant Trainees have completed their training guidelines, they will then become a Certified Nursing Assistant. Heritage Ministries reserves the right to revise the essential position functions and responsibilities as the need presents.

Activity Assistant

Activity Assistants aid in providing a program of activities which will cover the spiritual, social, recreational, and educational needs of residents as an integral part of their total care. Qualifications for this position include:

- High School Diploma or GED equivalent required
- Experience working with the geriatric population and/or in a recreational setting is preferred
- Must be able to meet health assessment requirements, including required testing and health documentation

Activity Assistants provide much of the social stimulation to facility residents. Some of the essential functions performed by these individuals include:

- Lead group and one-on-one activities as directed by the Activity Director
- Assist in planning activity program for residents
- Transport residents to and from activities, meals, and appointments
- Assist in ordering supplies, maintaining supply cupboards, and monitoring condition of equipment for necessary repairs
- Maintain daily attendance records of activity participants, and other residents as requested by the Activity Director

Heritage Ministries reserves the right to amend position functions and assignments as the need dictates.

Activity Attendant

Activity Attendants assist in providing services to residents that are non-nursing related under the supervision of the Activity Department. Qualifications for this position include:

- High School Diploma or GED equivalent preferred
- Must be able to meet health assessment requirements, including required testing and health documentation

Activity Attendants provide many essential functions to assist in maintaining the care of residents. These include:

- Assist in passing and collecting ice water, nourishments, and meals to residents
- Provide one-on-one companionship and visitation to residents including reading, writing, and appropriate planned activities.
- Transport residents to and from activities, meals, and appointments
- Assist housekeeping by making residents' beds and organizing residents' drawers, closets, and shelves
- Run errands as directed and necessary
- Answer resident needs for non-technical tasks

Heritage Ministries reserves the right to amend and revise any of the essential functions required of the Activity Attendants.

Dietary Aide

Dietary Aides are responsible for following resident menus accurately and providing the proper cleaning and sanitation of soiled dishes, pots, and pans. Dietary Aides may also be responsible for serving meals to residents. Qualifications for this position include:

- High School Diploma or GED equivalent is preferred (Students enrolled in a high school program do not need to possess a diploma to be considered for employment)
- Must be able to meet health assessment requirements, including required testing and health documentation

Dietary Aides are an essential part of the proper delivery of food items to residents with a variety of nutritional needs. Required job functions include:

- Maintain a clean work area, equipment, and storage areas
- Wash dishes, cookware, flatware, and trays using approved procedures
- Perform food preparation tasks as assigned by the supervisor
- Responsible for following resident menus accurately on the tray line.
- Collect and remove trash and garbage as necessary

Heritage Ministries reserves the right to amend or revise the essential position functions and responsibilities as the need arises.

Housekeeper / Laundry Aide

Housekeepers and Laundry Aides are responsible for the cleanliness, sanitation, and orderliness of all building areas, including resident rooms, employee work areas, and common public areas. Housekeepers and Laundry Aides are responsible for ensuring that facility linens and residents' personal clothing are properly collected, sorted, laundered, distributed, and/or stored according to facility policy and procedure. In addition, these individuals are responsible for following infection control policies and procedures and performing various tasks in accordance with New York State Department of Health and OSHA regulations. Qualifications for this job position are:

- High School Diploma or GED preferred
- Must be able to meet health assessment requirements, including required testing and health documentation

Other essential position functions include:

- Sweep, mop, vacuum, dust, and sanitize all areas of the facility
- Sort, organize, launder, dry, fold, and deliver to resident rooms clothing and facility linens
- Routinely make resident beds and handle linens in accordance with facility policies
- Count, weigh, and record various quantities and amounts of supplies and products used
- Respond to housekeeping and laundry requests by the various facility departments, residents, visitors, and family members in a professional manner

Housekeeping and Laundry Aides maintain the professional and clean atmosphere of Heritage Ministries facility locations. This position may be revised or amended according to need.

Maintenance Assistant

Maintenance Assistants maintain the grounds, facility, and equipment in a safe and efficient manner in accordance with current federal, state, and local rules and regulations. It is the responsibility of these individuals to ensure that a successful maintenance program is continued at all times. Qualifications for this position include:

- High School Diploma or GED required
- Some experience in maintenance is required, i.e. basic knowledge of electrical, plumbing, construction, and machine repair
- Ability to work independently and handle emergencies
- Must be able to meet health assessment requirements including required testing and health documentation

Maintenance Assistants perform numerous essential functions related to the successful physical operation of all facilities. Some of these functions include:

- Responsible for the general appearance of buildings and grounds
- Repair and maintain equipment when needed. Assist with regular preventative maintenance
- Provide security throughout the grounds and buildings
- Perform heavy custodial duties

Heritage Ministries reserves the right to revise the essential position functions and responsibilities as the need arises.

Unit Secretary

Unit Secretaries provide clerical support to the nursing units by answering telephones, directing incoming telephone calls, and recording messages. In addition, unit secretaries monitor the resident call bell system and stock unit supplies. These individuals are responsible for input of computer information and records entries. Other duties include scheduling resident appointments, establishing transportation arrangements, monitoring lounge areas and hallways for resident safety, and greeting and assisting visitors to the unit. Qualification requirements include:

- High School Diploma or GED required. Prefer college degree or college level courses
- Education or experience in long term care medical records preferred
- Demonstrated knowledge and understanding of computer applications, typing, filing, medical terminology, and office procedure required.
- Excellent verbal and written communication skills
- Accuracy and attention to detail required
- Must be able to meet health assessment requirements, including required testing and health documentation

In addition to the educational requirements for the Unit Secretary position, daily work assignments include:

- Coordinating and managing the clerical duties of the nursing unit
- Supporting and promoting the medical records and nursing department functions by following established policies and procedures
- Copying and faxing documents as directed. Filing records and information in a timely manner
- Monitoring inventory of unit supplies, and ordering and stocking unit supplies as necessary
- Scheduling various resident appointments and arranging for transportation

Heritage Ministries reserves the right to revise the essential position functions and responsibilities as the need arises.

Receptionist

Receptionists are responsible for welcoming and directing visitors, vendors, family members, and community members to requested facility locations. Receptionists provide office assistance by answering incoming telephone calls, faxing, copying, and other various office duties. In addition, these individuals monitor the lobby areas and hallways for resident safety. Qualifications for this position include:

- High School Diploma or GED preferred
- Demonstrated understanding and experience with computer applications, typing, filing, and knowledge of medical terminology and office procedure required.
- Excellent verbal and written communication skills
- Ability to interact appropriately and professionally with staff, residents, vendors, volunteers, and the public in person and via the telephone
- Must be able to meet health assessment requirements, including required testing and health documentation.

In addition to the qualifications listed, receptionists are expected to perform the following essential position functions:

- Responsible for answering incoming telephone calls and must either forward the call to the appropriate person or take messages
- Greet visitors and offer directions through the facility and/or contact supervisor or staff of visitor arrival or incoming delivery
- Check incoming mail daily. Responsible for receiving, sorting, and promptly distributing mail
- Copy and fax documents as directed
- Assist with any special projects as needed by various departments
- May be responsible for reserving and coordinating room and company vehicle reservations.

Heritage Ministries reserves the right to revise the essential position functions and responsibilities as the need arises.