

Job Description

Certified Nursing Assistant (CNA) Home Care Aide Certified (HCAC)

Puffin Island LLC is interested in hiring individuals who are caring and compassionate and dedicated to helping others. Become part of a team of professionals who make a difference in the lives of the adults with developmental disabilities. (Work site is in Bellingham.)

Position: Certified Nursing Assistant (CNA) Home Care Aide Certified (HCAC)

Employee Status: Full-time (40 hrs) or Part-time (under 40 hours)

Starting Wage: \$DOE, depending on experience Training Wage: \$DOE

Job Summary: Responsible for assisting clients to meet their daily personal care needs by providing one-on-one instruction, support and advocacy in a variety of settings in the home and community. **Extensive paid training and on the job support provided in order for staff to provide the following:**

Essential Job Functions (include, but not limited to):

- Provide daily personal care consistent with client's individualized plan
- Support the client in completing Activities of Daily Living (ADL's – personal hygiene, grooming, oral care, eating, maintaining continence, transferring to/from wheelchair/toilet/bed, dressing, bathing, meals etc.)
- Actively engage with client to provide emotional support, behavior modeling and general companionship
- Support client's living environment through meal preparation, housekeeping and laundry
- Maintain thorough knowledge of clients' needs, goals and care plan, making sure they are being met
- Ensure the safety of each client with appropriate supervision at all times; immediately report any safety issues (accidents, falls, suspected abuse, neglect, etc.)
- Accurately document the implementation of client's individualized care plan using agency software
- Maintain confidentiality of client's information and records in accordance with state regulations

Critical Skills:

- Patient, kind and caring
- Strong moral character with excellent communication skills
- Dependable, motivated and self-directed
- Able to meet the physical activities and requirements and visual acuity of the position

Mandatory Requirements:

- Satisfactory State of Washington/FBI Criminal Background Check
- US Citizen, or authorization to work in the US
- Valid Washington State Driver's license
- Satisfactory completion of required trainings (75 hours including 1st Aid/CPR/Bloodborne Pathogens and Continuing Education)
- Completion of Covid-19 Vaccine

Machinery, tools, equipment and personal protective equipment:

- Ceiling lift w/DPS positioning bar, 6 button control, slings for toileting, bathing, bed transfers
- Power wheelchair with client and attendant care controls
- Upper arm blood pressure monitor, fully digital; no-touch thermometer
- Medical, cloth or n-95 masks, goggles, latex or nitrile gloves
- Computer, keyboard, mouse
- Stove, microwave, refrigerator, pots, pans, cutlery; vacuum cleaner, broom, dustpan, mop, dish sponge, dryer, scrub brush, cleaning supplies, small wastebaskets in kitchen and bathroom, fans/air conditioner; television remote control, garage door remote control
- Wheelchair lift-equipped van

Physical activities and requirements, visual acuity, working conditions

1. Climbing: Ascending or descending stairs, ramps and the like, using feet and legs and/or hands and arms. Body agility is emphasized.
2. Balancing: Maintaining body equilibrium to prevent falling when walking, standing or crouching.
3. Stooping: Bending body downward and forward by bending spine at the waist. Requires full use of the lower extremities and back muscles.
4. Kneeling: Bending legs at knee to come to a rest on knee or knees.
5. Crouching: Bending the body downward and forward by bending leg and spine.
6. Crawling: Moving about on hands and knees or hands and feet.
7. Reaching: Extending hand(s) and arm(s) in any direction.
8. Standing: Remaining upright on the feet, particularly for sustained periods of time.
9. Walking: Moving about on foot to accomplish tasks, particularly for long distances or moving from one environment to another.
10. Pushing: Using upper extremities to press against something with steady force in order to thrust forward, downward or outward.
11. Pulling: Using upper extremities to exert force in order to position objects in a sustained motion.
12. Lifting: Raising objects from a lower to a higher position or moving objects horizontally from position to-position; requires the use of the upper extremities and back muscles.
13. Fingering: Typing or working primarily with fingers rather than with whole hand or arm as in handling.
14. Grasping: Applying pressure to an object with the fingers and palm.
15. Feeling: Perceiving attributes of objects, such as size, shape, temperature or texture by touching with skin, particularly that of fingertips.
16. Talking: Expressing or exchanging ideas by means of the spoken word; those activities where detailed or important spoken instructions must be conveyed to others accurately
17. Hearing: Perceiving the nature of sounds at normal speaking levels with or without correction, and having the ability to receive detailed information through oral communication, and making fine discriminations in sound.
18. Repetitive motions: Making movements (motions) of the wrists, hands, and/or fingers.
19. Medium work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force often.

20. The visual acuity requirements including color, depth perception, and field of vision: The worker is required to have close visual acuity to perform an activity such as: viewing a computer terminal; reading; visual inspection involving small areas, small parts, and/or operation of machines
21. The conditions the worker will be subject to in this position: The worker is subject to both indoor and outdoor environmental conditions: Activities occur inside and outside.
22. The worker is required to wear a face mask, goggles, gloves and other COVID-19 required personal protective equipment.