



## **Job Description**

- JOB TITLE:** C.N.A. (Certified Nursing Assistant)
- AGENCY:** Peninsula Volunteers, Inc. develops and administers programs for the aging population of the mid-Peninsula region. It is a private, non-profit, voluntary tax-exempt agency supported by special fundraising events, fees, foundation and public grants, individuals and businesses.
- PROGRAM:** Peninsula Volunteers Rosener House Adult Day Services  
500 Arbor Road, Menlo Park, Ca.
- POSITION:** Assist in carrying out individual plan of care for participants in a day services program for physically/cognitively impaired older adults. Provide assistance with activities of daily living.
- REQUIREMENTS:** Training and experience in working with impaired elders; skill, physical ability, and education in providing personal care assistance and transfers; understanding of a care philosophy that promotes health, independence, and dignity for program participants; skill in communicating with participants; ability to follow written and oral directions; ability to work as part of interdisciplinary team; good communications skills; ability to multi-task and prioritize. Good physical health as verified by a health screening, including negative test results for tuberculosis. CPR/First Aid certified.
- California Dept. of Social Services and Dept. of Justice criminal record clearance required prior to employment.
- ACCOUNTABILITY:** Reports to Nurse for coordination of participant care; to Program Manager for overall guidance. Program Manager evaluates this position.
- DUTIES AND RESPONSIBILITIES:**
- Coordinate and provide participants with assistance in activities of daily living, including transfers, ambulation, eating, and toileting.
  - Assist in participant supervision.
  - Observe and report changes in participant status.
  - As part of the interdisciplinary team, participate in assessment and care planning.
  - Assist other staff in meal and snack serving.
  - Practice environmental safety and sanitation.
  - Help to maintain a welcoming, cheerful and protective environment for program participants.
  - Communicate on a one-to-one basis with participants.
  - Maintain confidentiality.

- Within scope of practice, assist Rosener House Nurse in monitoring heights, weights, vital signs.
- Assist therapists as needed.
- Assist with providing special diets, and under direction of Speech Therapist, assist with feeding and cueing specific participants.
- Assist with program activities under direction of Program Coordinator as needed.
- Be trained and prepared to implement emergency procedures for group or individuals.

**PHYSICAL REQUIREMENTS:**

- Able to occasionally lift up to fifty pounds while assisting participants
- Regularly required to walk, stand, bend, stoop, twist, kneel, reach, carry.
- Frequently required to push wheelchairs.

**WORK ENVIRONMENT:** Multi-purpose building

**SALARY:** Depending on experience. Benefits package.

**STATUS:** Non-exempt hourly position

Job descriptions are subject to change at any time