

NURSE AIDE

DISTINGUISHING FEATURES OF THE CLASS: The work involves assisting in the care of residents and their quarters in accordance with the policies and procedures of the Residential Health Care facility where employed. The work is carried out under the direct supervision of a nurse. A Certified Nurse Aide does related work as required.

TYPICAL WORK ACTIVITIES:

- Answers signal lights and bells to determine patients' needs;
- Bathes, dresses, and undresses patients;
- Serves and collects food trays and feeds patients requiring help;
- Transports patients to treatment units, using wheelchair or wheeled carriage or assists them to walk;
- Changes and distributes bed linens, runs errands, directs visitors, and answers telephone;
- Takes and records temperature, pulse and respiration rates, and food and liquid intake and output, as directed;
- Must, on occasion, work overtime to assure adequate care of residents;
- May clean, sterilize, and assemble into packs, supplies and instruments and maintain cleanliness and order of rooms.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS: Working knowledge of psychological, physical, and personal care needs of residents; continuing demonstrated skill in caring for residents; ability to get along well with others and deal with residents in supportive and appropriate ways; ability to carry out instructions; willingness to work reasonable amounts of overtime; tact; courtesy; physical condition sufficient to perform the essential functions of the position..

MINIMUM QUALIFICATIONS:

- A.) Possession of a current certification as being included in the New York State Residential Health Care Facility Nurse Aide Registry;

OR

- B.) Successful completion of a New York State approved residential health care facility nurse aide program and have passed the New York State authorized clinical skills competency examination and written or oral competency examination and be awaiting notification of entry in the New York State Residential Health Care Facility Nurse Aide Registry by the receipt of a certification document.

OR

- C.) Any other qualification that has been authorized by the NYS Department of Health which qualifies candidates to work as Nurse Aides on a temporary or permanent basis.

SPECIAL REQUIREMENT: Throughout employment, Nurse Aide must be listed as current in the New York State Nurse Aide Registry. The Nurse Aide certification status will be verified

with the NYS Nurse Aide Registry, that there are no findings or convictions of resident abuse, mistreatment, neglect, or misappropriation of resident property listed on the Registry and the Nurse Aide. The printed verification from the Registry verifying all the above will be filed in the Nurse Aide's personnel records.

CATTARAUGUS COUNTY CIVIL SERVICE

Revised: 5/17/01; 9/26/2018; 12/6/2021, 4/16/2025