



234A U.S. Army Juan C. Fejeran Street Barrigada, Guam 96913
Tel: 671-635-1409 Fax: 671-635-1444
Website: <http://www.catholicsocialservicesguam.org>
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Announcement Number: 21-05

Who can apply: PUBLIC

Open: March 4, 2021

Closed: Until Filled

Position Title	Program
Nursing Assistant	Karidat

CHARACTER OF THE JOB:

Employee in this class performs specific patient care tasks under the detailed and specific instructions of the Registered Nurse and in their absence, the Program Manager. Employee works in accordance with a developed individualized personal care plan to help clients achieve maximum self-reliance in daily activities. Job performance is review by the Program Manager for compliance with oral or written instructions. Employee reports directly to the Registered Nurse or House Manager depending on program assigned.

ILLUSTRATIVE EXAMPLES OF WORK:

(These examples do not list all the duties which may be assigned; any one position may not include all duties listed)

1. Adheres to the clients Individualized Care Plans and ensures that any and all information is properly endorsed in staff communication log books.
2. Assists clients with personal care services and activities of daily living (ADL) skills.
3. Assists with walking and transporting clients.
4. Administers bedside and personal care such as ambulation and personal hygiene assistance.
5. Assists clients to utilize assistive devices such as wheelchair, crutches, cane, walkers, etc.
6. Assists Registered Nurse with monthly weighing of clients and may take vital signs.
7. Prepares meals and may assist with feeding for particular clients; cleans dining area immediately after every meal.
8. Maintains a safe and hygienic environment for clients.
9. Demonstrates safe practices by utilizing proper body mechanics adhering to universal precautions.
10. Applies proper techniques learned during the Homemaker/Health Aide Certification Training during any activity or physical contact with client.
11. Prepares and maintains records of the client's progress and services performed, reporting changes in the client's behavior or well-being to the immediate supervisor.

12. May work closely with Social Worker and multi-disciplinary committees in developing behavioral plans, service plans and activities for the clients.
13. Assists clients with recreational activities and reports changes in the participant's behavior or functional abilities to the Registered Nurse or supervisor; to include suggesting ideas to improve activities and ensures that they are suitable for clients.
14. Interacts and provides services to participants, families and collateral contacts in a professional manner.
15. Immediately reports all incidents involving clients to the Registered Nurse or Program Manager.
16. Ensures the confidentiality of all information pertaining to clients served.
17. Follows emergency procedures (fire drills, typhoon plan, etc.).
18. Attends training programs required by contract to include Introductory or Annual Nurse Assistant Training; Cardio Pulmonary Resuscitation (CPR); Crisis Prevention Intervention (CPI) Training; First Aid Training; and Homemaker/Health Aide Training.
19. Performs other related duties as assigned.

MINIMUM KNOWLEDGE, SKILLS AND ABILITIES:

1. A level of knowledge normally acquired through attainment of a High School diploma or GED equivalent preferred.
2. Oral communication skills essential when talking with clients, giving instructions, listening, etc.
3. Written communication and written skills needed to track client progress and updates for reporting purposes and log activities.
4. Second language, a plus.
5. Strong service and team orientation
6. Ability to accurately perform multiple tasks simultaneously and meet multiple demands.
7. Flexibility in day-to-day actions and duties.

REQUIRED EDUCATION AND EXPERIENCE:

- High School Diploma or GED equivalent plus a minimum of two (2) years of work experience as a caregiver for elderly or disabled individuals.
- Previous experience working with frail or demented clients preferable in an adult day care or other long term facility.



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- Is required to be physically able to perform the following:
 - The ability to stoop, reach, stand, walk, push, pull, lift, grasp, and repetitive motion of the wrists and hands.
 - Able to lift and move up to 75 lbs. occasionally, and up to 50 lbs. frequently.
 - Must possess a valid Operator Driver's License and a Chauffer's License.

Selective Factor for In-Home and Respite Program: Must own vehicle to travel to client's residence.

SPECIAL REQUIREMENTS:

- A. Current Institutional and/or Food and Beverage Health Certificate
- B. Current Drug-Free Certification
- C. Updated "Free of Infectious Disease" Clearance
- D. First Aide/CPR Certification
- E. CPI Certification
- F. Possess a valid driver's license and Chauffer's License
- G. Reliable transportation

REQUIRED DOCUMENTS: To validate credentials you may claim (e.g. High School Diploma, /College Transcript), a copy of a certified copy of the document(s) and resume must accompany the application. Failure to provide proof may result in a determination of not meeting required education and/or experience. If selected, you will be required to submit a recent Police, Traffic and Court Clearance and submit to and pass a drug test.

For more information, please contact Ms. Linda Del Rosario, Personnel Officer at 635-1412.

DIANA B. CALVO
Executive Director

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