Job Description

Title/Position: Certified Nursing Assistant (CNA)
Department: Care Center
Reports To: Director of Nursing
Days/Hours: Nights - Full-time (1800-0630, 72 hours/pp, every 3rd weekend, every other holiday)
FLSA Status: Hourly Wage; Non-Exempt
Wage Scale: $20.00 - $26.53
Reviewed: February 2026

JOB SUMMARY:
The Certified Nursing Assistant (CNA) provides direct resident care and assistance with activities of daily living (ADLs) under the supervision of a licensed nurse, in accordance with Minnesota statutes, facility policies, and resident care plans. The CNA plays a critical role in promoting resident dignity, safety, comfort, and quality of life.

STANDARD REQUIREMENTS:

- Supports the mission, vision, and values that make us SHINE at Appleton Area Health.
- Adhere to AAH Code of Conduct
- Adhere to facility policies
- Supports, cooperates with, and implements specific procedures and programs for:
    - Safety, including universal precautions and safe work practices, established fire/safety/disaster plans, risk management, and security, report and/or correct unsafe working conditions, equipment repair, and maintenance needs.
    - Confidentiality of all data, including resident, employee, and operations data.
    - Quality assurance and compliance with all regulatory requirements.
    - Compliance with current law and policy to provide a work environment free from sexual harassment and all illegal and discriminatory behavior.
- Supports and participates in common teamwork:
    - Cooperates and works together with all co-workers; plans and completes job duties with minimal supervisory direction including appropriate judgment.
    - Uses tactful, appropriate communication in sensitive and emotional situations.
    - Follows up as appropriate with supervisor, co-workers, or residents regarding reported complaints, problems, and concerns.
    - Promotes positive public relations with residents, family members, and guests.
    - Completes requirements for in-service training, acceptable attendance, uniform dress codes including personal hygiene, and other work duties as assigned.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES: (The following statement represents the minimum experience and training standards that will be used to admit or reject applicants for interview and selection, provided that equivalent substitution will be permitted in case of deficiencies in either experience or education).

- Current certification on the Minnesota Nursing Assistant Registry; or are actively enrolled in an accredited nursing assistant course
- Previous experience in a skilled nursing or long-term care setting preferred
- Knowledge of resident rights and person-centered care
- Experience with electronic medical records (EMR)
- Ability to read, write, and communicate effectively in English
- Ability to follow written and verbal instructions
- Physical ability to perform job duties, including lifting and transferring residents

ESSENTIAL FUNCTIONS:

Resident Care

- Assist residents with activities of daily living, including bathing, dressing, grooming, toileting, eating, and mobility
- Perform routine personal care while maintaining resident dignity and privacy
- Measure and record vital signs as assigned
- Observe, report, and document changes in resident condition to licensed nursing staff
- Assist with transfers, ambulation, positioning, and use of assistive devices per care plan
- Provide restorative nursing assistance as directed

Safety and Infection Control

- Follow infection prevention and control practices, including hand hygiene and use of PPE
- Assist in maintaining a safe, clean, and orderly resident environment
- Follow fall prevention and safety interventions outlined in the care plan
- Report hazards, incidents, and accidents promptly

Communication and Documentation

- Accurately document care provided according to facility policy
- Communicate effectively with residents, families, and interdisciplinary team members
- Participate in shift reports and care conferences as requested
- Resident Rights and Quality of Life
- Support resident rights, choice, and independence
- Provide care consistent with person-centered care principles
- Maintain confidentiality and comply with HIPAA requirements
- Respond appropriately to resident needs, concerns, and requests

Additional Responsibilities

- Assist with admissions, discharges, and transfers
- Follow abuse, neglect, and misappropriation reporting requirements
- Participate in required in-service training and competency evaluations
- Perform other duties as assigned within scope of practice

PHYSICAL AND MENTAL DEMANDS:

For physical and mental demands of the position and environment, see the following description.

Physical and Mental Demands (The ADA requires employers to make reasonable accommodations for a person with a Disability. This information is needed to assist AAH in meeting these obligations).				
PHYSICAL DEMANDS (FREQUENCY BASED ON AN 8 HOUR SHIFT)	**NOT APPLICABLE**	**OCCASIONALLY 1-2.5 HR**	**FREQUENTLY >2.5-6 HR**	**CONTINUOUSLY >6-8 HR**
STANDING				X
WALKING				X
SITTING			X	
REACHING ABOVE SHOULDERS		X		
REACHING AT WAIST LEVEL			X	
REACHING BELOW KNEE			X	
CLIMBING	X			
LIFTING ABOVE SHOULDER <10 LBS		X		
LIFTING ABOVE SHOULDER > 10 LBS		X		
LIFTING FROM FLOOR TO WAIST <10 LBS			X	
LIFTING FROM FLOOR TO WAIST 10-30 LBS		X		

LIFTING FROM FLOOR TO WAIST >30 LBS		X		
CARRY WAIST LEVEL <10 LBS		X		
CARRY WAIST LEVEL 10 - 30 LBS		X		
CARRY WAIST LEVEL TO 31 - 50 LBS		X		
CARRY WAIST LEVEL > 50 LBS		X		
PUSHING/PULLING < 20 LBS			X	
PUSHING/PULLING 21 - 75 LBS			X	
PUSHING/PULLING 76 - 150 LBS		X		
PUSHING/PULLING >150 LBS		X		
WRITING		X		
HEARING				X
SQUAT/KNEELING			X	
REPETITIVE ACTIONS			X	
KEYBOARDING		X		
DRIVING		X		
SPEAKING				X
SEEING/VISUAL				X

PHYSICAL ENVIRONMENT					
X	NOISE		FUMES/GASES	X	CHEMICALS
	HEAT/COLD	X	HUMAN TISSUE/FLUIDS	X	BIOHAZARD MATERIALS
X	INFECTIOUS DISEASE		ANIMAL TISSUE/FLUIDS		DIRT
	MOVING MACHINERY	X	RADIATION	X	LASERS
	VIBRATION		WET/HUMID ENVIRONMENT	X	WORK INSIDE
	WORK OUTSIDE	X	TELEPHONE USAGE		
MENTAL DEMANDS					
X	FREQUENT PEOPLE CONTACT	X	FREQUENT INTERRUPTIONS	X	MULT. CONCURRENT TASKS
X	IRREGULAR WORK SCHEDULE	X	DECISION MAKING SKILLS	X	FREQUENT DEADLINES
	SUPERVISORY SKILLS	X	CONCENTRATION REQUIREMENT	X	ORGANIZATIONAL SKILLS
X	DETAILED WORK	X	ABILITY TO WORK INDEPENDENTLY	X	ABILITY TO WORK W/ OTHERS
SPECIAL CONSIDERATIONS/UNIQUE ENVIRONMENTS OR DEMANDS:					

Disclaimer

The above statements are intended to describe the general nature of job duties and responsibilities typically assigned, identify the essential functions, and list the requirements of this job. They are not intended to be an exhaustive list of all supplemental duties, responsibilities, or non-essential requirements; nor should this document limit the supervisor's right to modify assignments as necessary. This document does not create a contract for employment.

Receipt and Acknowledgement

I acknowledge and understand that:

- Receipt of this job description does not imply nor create a promise of employment, nor an employment contract of any kind, and that my employment is at-will.
- The job description provides a general summary of the position in which I am employed, that the contents of this job description are job requirements and, at this time, I know of no limitations which would prevent me from performing these functions with or without accommodation, I further understand that it is my responsibility to inform my supervisor at any time that I am unable to perform these functions.

- Job duties, tasks, work hours and work requirements may be changed at any time.
- I have read and understand this job description.

I do/do not (please circle one) need accommodations under the Americans with Disabilities Act.

Employee's Name (Printed): _____

Employee Signature:_____

Effective Date: _____