

Numbers 1-15 and 22 are considered Primary Duties for this job.

* Indicates an essential function of the job.

Required skills and experience:

1. Completes and/or meets required training and certification requirements of Buckner and governing authorities; e.g. medication aide certificate, nursing aide certificate, CPR. Minimum of one year related experience preferred, or experience as Nursing Assistant, or appropriate formal education/training or Buckner training.
2. Requires understanding and ability to use simple arithmetic and grammar with accuracy, equivalent to knowledge normally acquired through four years of high school (or G.E.D.). Ability to understand and carry out detailed oral and written instructions.
3. Requires proficient ability to speak, read and write English.
4. Requires ability to maintain confidentiality.
5. Requires ability to comply with Patient rights, all regulatory requirements, and all company policies and procedures as stated now and in the future.
6. Requires ability to read, write and understand business documents which are written in English.
7. Requires ability to communicate verbally with residents, families, visitors and co-workers. Ability to make self clearly understood by others.
8. Work deals mostly with areas such as preparing and reading data and figures, client records, medical orders, visual inspection involving small details, using measurement devices, dispensing medicines. Visual work is primarily close to observer. Depth perception and field of vision (peripheral) are not as critical as the ability to distinguish small details and markings very near to the observer. Color perception for some tasks (e.g., in dispensing meds) is important.
9. Position requires bending, stooping, twisting, turning, reaching, lifting, carrying, pulling, pushing, climbing, kneeling, walking, and sanding over 75% of shift.
10. Requires ability to work under close supervision with awareness that error may have serious consequences. Exercise patience, initiative, and judgment (following established guidelines) regularly and effectively.
11. Requires personality attuned to the requirements of meeting needs of the infirm and aged, and ability to establish and maintain effective working relationships with other employees and the public.
12. Requires ability to recognize differences in sound, such a voices/noises that are loud and playful instead of angry and combative.
13. Requires ability to exercise patience, tact, initiative, judgment, and confidentiality (following established guidelines). Work under close supervision with awareness that error may have serious consequences.
14. Requires ability to recognize changes in a resident's appearance, attitude, and condition.
15. Requires personality attuned to the requirements of meeting needs of the infirm and aged, and ability to establish and maintain effective working relationships with other employees and the public.
16. Requires knowledge of basic health care practices and procedures, including infection control.
17. Requires basic understanding of medicines; uses, results, and dispensing.
18. Proficient working knowledge and ability to accurately and timely operate and perform computer related tasks with specific equipment and software applications required.
19. Requires commitment to Christian principles and teachings both professionally and personally.
20. Requires ability to use up to 50 pounds of force occasionally and/or up to 20 pounds of force frequently and/or 10 pounds continuously to move objects.
21. Requires ability to walk, stand and sit, sometimes for prolonged periods of time.
22. Requires sufficient good health to properly discharge duties. Employees shall not be permitted to work who have infectious disease or skin lesion for the duration of the communicability.

**Contact: Human Resources
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