



Certified Nursing Assistant/Program Assistant

Franklin County Department of Aging is recruiting for a part-time, credentialed Certified Nursing Assistant to assist in the Adult Day Program. An employee in this class will be responsible for assisting in the planning, management, and implementation of daily activities to effectively meet the individual needs of each program participant; to provide appropriate activities to meet the needs of clients and caregivers; to provide direct supervision to the participants; to ensure the compliance and adherence to the state, federal, and local governments; to assist licensed nursing staff in meeting the medical needs of each participant. Work is performed under the supervision of the Adult Day Program Manager and is evaluated based upon verbal and written performance reports, through observation, and periodic conferences.

Duties and Responsibilities:

- Assist with daily activity schedule to meet each participant's need.
- Assist with planning and coordinating activities that will effectively meet the health care needs of all participants.
- Shall be responsible for direct care for the participants.
- Shall be responsible for assisting each participant during activities.
- Shall be responsible for reviewing the weekly or monthly schedule daily.
- Assist with planning outings at least quarterly with the assistance and approval of the Program Manager
- Assist nursing staff with care plans
- Shall document on participants activity record in the absence of the activity coordinator daily, and write notes about any change in behavior or concern
- Shall ensure that participants sign out when leaving the program early.
- Maintain a clean, organized, and orderly workplace.
- Perform any other duties as necessary or required

Knowledge, Skills and Abilities

- Thorough knowledge of social, recreational, and health needs of victims suffering from Alzheimer's disease and other forms of dementia.
- Ability to plan and implement appropriate activities that will fulfill all the above listed needs of the individual participant (including non-dementia participants when enrolled).
- Ability to effectively relay, receive, and exchange information to individuals who may or may not have some cognitive, or psychological impairments due to a form of dementia or mental illness.
- Ability to reason and comprehend what is read for application with program participants.
- Ability to understand and utilize basic math skills and concepts.
- Ability to deal with participants beyond giving and receiving instructions.
- Must be adaptable to performing under stress and when confronted with participants difficult behaviors.
- Must be extremely patient with clients as their limited health and memory loss may contribute to unintentional acts of hostility, anger, frustration, and confusion.
- Ability to work well with other program personnel and program participants.
- Ability to understand all safety and housekeeping standards established by the county, state, and federal regulatory agencies to ensure adherence to those standards.

Desirable Education and Experience:

High School diploma, as well must be a certified nursing assistant, or equivalent training course; or a minimum of one year of related experience. Must be knowledgeable and have understanding of the physical and emotional aspects of aging; must be certified in CPR and First Aid, training will be provided if necessary.

Special Requirement:

Possession of a valid North Carolina's driver's license.

Work Location: Franklin County Department of Aging, Louisburg

Hiring Range: \$9.02 per hour

Work Hours: Up to 20 hours per week

Closing Date: This recruitment will remain open until filled and may close at any time.

How to Apply: Visit <https://www.franklincountync.us/employment-opportunities/employment-center> to complete an electronic application or to obtain a printable application.

Franklin County is an Equal Opportunity Employer.

The County prohibits discrimination based on race, sex, color, creed, national origin, age or disability.

Pre-Employment Drug Screen and Criminal Background Screening are required.