

DISTINGUISHING FEATURES OF THE CLASS: This is non-technical work involving the routine care of patients and the performance of such indirect or non-nursing services for patients. Work is subject to general supervision, except activities concerned with actual care of patients, which are performed under direct supervision by the registered nurse in charge of the patient.

TYPICAL WORK ACTIVITIES: *The typical work activities listed below, while providing representative examples of the variety of work assignments in the title, do not describe any individual position. Incumbents in this title may perform some or all of the following, as well as other related activities not described.*

Assists in walking, feeding and bathing patients and caring for their personal needs;

Assists in lifting and turning heavy or helpless patients, in handling patients based upon the maturity level at which they are currently functioning;

Helps regulate number of visitors and gives information to visitors in accordance with instructions from the nurse in charge;

Assembles information concerning the patient's condition and enters reports on the patient's record;

Cleans and sterilizes nursing home equipment;

Cares for patients' clothes and turns over valuables to person designated by hospital;

Assures established infection control practices are maintained.

May assist with care and moving of room furniture, fixtures and supplies to help keep patients safe and comfortable;

Follows the plan of care and all facility related policies.

Attends and participates in continuing educational programs.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS: Ability to understand and carry out routine non-technical, oral and written directions

relative to care of patients; ability to make physical independent decisions and to accept constructive criticism; ability to maintain the confidentiality of resident care information; physical strength and mental alertness; willingness to cooperate and to carefully follow a prescribed routine; discretion; tact and good judgment; ability to get along well with others and to secure cooperation of patients; neatness; and good appearance.

MINIMUM QUALIFICATIONS:

At time of appointment, candidates must have successfully completed the 100 hour Nurses Aide training course in accordance with New York State Department of Health and have passed the New York State Nurses Aide competency examination and must possess the appropriate valid New York State registration.

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Jurisdictional Class: Non-competitive
Public Hearing: N/A
NYS Civil Service Commission Approval: N/A

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