



**Our Business  
is Changing Lives**

## **CNA, Possibilities**

- Full-Time
- Rate: \$10 USD per hour
- Apply online at [www.discovermygoodwill.org/jobs](http://www.discovermygoodwill.org/jobs) and include your resume and cover letter for consideration

### **OBJECTIVE**

To support the adult day services program by assisting with medication administration, personal care needs, activities, activities of daily living, food service and all other day-to-day, hands on services deemed necessary for the smooth operation of the Possibilities Program.

### **QUALIFICATIONS**

Minimum Qualifications: Current Certified Nursing Assistant License, High school graduate (GED). Willing to obtain Medication Administration Qualification, CPR/First Aid training or willingness to obtain training; have previous experience with elderly population. A valid Colorado driver's license without a history of violations is also required. Criminal background check and pre-employment drug screening is required.

It is preferred that the incumbent have the ability to interact and work cooperatively and effectively with consumers, coworkers, supervisors, family members, and community referral sources. The incumbent must be able to respond to special requests on short notice, function as an active and contributing team member and complete assigned tasks completely, accurately and in a timely manner. The incumbent must also communicate effectively, conduct self in a professional manner and maintain a professional appearance that enhances the firm's reputation.

Overtime may be required with occasional shift changes.

### **KEY RESPONSIBILITY AREAS {Essential Functions}**

#### **Client Care**

CNA will attend to all personal needs of clients to include toileting, dressing, feeding, transferring, lifting and showering as needed. The incumbent will administer and monitor medications daily and keep appropriate records, assist with activities, meals and snacks and communicate with medical and other professionals and caregivers in order to implement necessary changes, confirm treatment or handle emergencies.

## **Client/Program Tracking and Reporting**

The CNA will fill out all necessary daily records regarding arrival and departure and services given per client, document appropriate responsibilities such as medication and ADL activities.

## **Relationship Management**

The CNA will communicate in a timely manner and keep the Program Administrator informed of progress, considerations, and pertinent information. The incumbent will deal effectively and calmly with non-routine situations following accepted guidelines and perform other duties as required by the Program Administrator, participating in staff meetings and trainings as required. The incumbent will also maintain good working knowledge of Discover Goodwill of Southern & Western Colorado's policies and procedures, performing additional related duties as requested by the Program Coordinator.

## **Qualifications**

### **Education**

High School / GED or better.

### **Experience**

Criminal background check and pre-employment drug screening is required.

A valid Colorado driver's license without a history of violations is also required.

Current Certified Nursing Assistant License

### **Preferred**

CPR/First Aid training or willingness to obtain training

Willing to obtain Medication Administration Qualification

**Discover Goodwill of Southern & Western Colorado is an Equal Opportunity Employer dedicated to employing qualified individuals including those with disabilities and/or protected veterans without regards to discrimination. To promote a Safe & Drug-free Workplace, a pre-employment screening may be conducted. Candidates may be disqualified for criminal history regarding drug use or sale, financial fraud, identity theft, abuse, violence, and/or theft.**