

CNA (Certified Nursing Assistant) Job Description

1. Job Brief (About the Role)

{{Company Name}} is hiring a Certified Nursing Assistant (CNA) to provide hands-on care to residents/patients at our {{facility — e.g. skilled nursing, long-term care, hospital unit}}. This role reports to the {{Charge Nurse / RN}} and works under the direction of the nursing team.

Three or four sentences: the team, who the role reports to, and why this position exists. Skip generic openers like “We are looking for...”.

2. Responsibilities

- Assist residents with activities of daily living (ADLs): bathing, dressing, grooming, toileting, and feeding
- Take and record vital signs, weights, and intake/output
- Help with safe transfers, repositioning, and mobility to prevent falls and pressure injuries
- Answer call lights promptly and respond to resident needs
- Observe and report changes in condition to the charge nurse
- Chart care and ADLs accurately in the {{EHR / flow sheet}}
- Keep rooms clean, change linens, and follow infection-control standards
- Treat every resident with dignity, privacy, and respect

Eight to twelve bullets, each starting with a verb. Keep them specific to the day-to-day work, not aspirational filler.

3. Requirements & Skills

- Active state CNA certification (in good standing)
- Current {{BLS / CPR}} certification
- Able to lift, transfer, and reposition residents and stand/walk for the shift
- Compassion, patience, and reliable attendance
- Pass a background check and any required health screening

List the must-haves: experience, licenses or certifications, the systems and tools used, and any physical or shift realities.

4. Nice-to-Have

- Experience in {{long-term care, memory care, or a hospital unit}}
- CPI / de-escalation or dementia-care training

Two to four genuinely optional items. Keep them strictly separate from Requirements so they don't deter good applicants.

5. Compensation & Benefits

Pay range	{{Salary Range}}
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Enter a pay range from local market data — do not leave it blank. Pay transparency improves applicant quality and is now required in many states.

6. Schedule & Work Environment

- {{Full-time / part-time}}; {{day, evening, or NOC}} shift, with weekend and holiday rotation
- Facility / unit setting; physically active, on your feet the whole shift
- Frequent lifting, transferring, and assisting residents

Be honest about shifts, weekends, overtime, and the physical environment. Realistic expectations reduce early turnover.

7. How to Apply

To apply, {{application instructions}} — e.g., send a resume and short cover note to careers@company.com}.

{{Company Name}} is an equal opportunity employer. We celebrate diversity and are committed to an inclusive workplace. We do not discriminate on the basis of race, color, religion, sex, sexual orientation, gender identity, national origin, age, disability, veteran status, or any other characteristic protected by law.