

Excerpt from Grace Lutheran Foundation's
Job Description for
RESIDENT CARE TECHNICIAN
(CERTIFIED NURSING ASSISTANT)

Responsibilities:

To provide quality resident care as specified on individualized resident care plan and assignment sheets according to established policies, procedures and objectives of the organizations.

**Special Features & Requirements
(license, certificates, etc):**

Nursing Assistant training and current registration on Federal Nurse Aide Registry, meets requirements to maintain registration. Follows/adheres to organization, Federal/State regulations and guidelines, including Resident/Client Rights; maintains neat, well-groomed appearance, adhering to dress code of organization/program.

Essential Functions:

- Perform & document direct resident care delivery as specified on care plans, individualized assignments, bath schedules, ambulation schedules
- Monitor & meet resident needs consistent with quality nursing procedures (ex: bathing, transfer, repositioning, feed, toilet, B/P's, weights, therapeutic communication): observe and report physical &/or behavioral changes in resident
- Report observations & suggestions promptly, accurately & precisely
- Proper use & care of lift equipment, supplies, miscellaneous equipment
- Works cooperatively & productively with co-workers; on-call status as assigned; has access to confidential information/records & maintains confidentiality
- Projects a positive image of the organization in dealing with resident/clients, co-workers, public.

*Grace Lutheran
Foundation*

3410 Sky Park Boulevard
PO Box 287
Eau Claire, WI 54702-0287
Phone: 715-832-3003 X 145
Fax: 715-832-3021
Web: www.graceluthfound.com

**NURSING ASSISTANT
CLASS INFORMATION
BROCHURE**

120 Hour Class



*Grace Lutheran
Foundation*

NURSING ASSISTANT CLASS INFORMATION

PLEASE READ THE FOLLOWING CAREFULLY

If you are interested in attending our Nursing Assistant Class, we encourage you to complete an application as soon as possible to be considered for the class. All applications are reviewed and screened. **Please Note: Submission of an application does not guarantee placement in the class. Students must be at least 18 years of age.**

Application for Nursing Assistant Training should be Sent to:

Attn: Nursing Assistant Training
Grace Lutheran Foundation
3410 Sky Park Blvd
PO Box 287
Eau Claire, WI 54702

Class Schedule:

Please refer to the Class Schedule inserted in this brochure. This is a 120-hour class. Students need to be flexible during this time as changes in the class schedule can occur.

Class Attendance:

Attendance is necessary to meet the mandatory 120 hours required for certification. It is expected that all students are present daily for class.

There is no refund of fees paid if the student is unable to complete the class.

Grace Lutheran Foundation Properties are "tobacco-free."



FEES:

Cost: \$680.00
(Includes State Certification Fee)

The student should be prepared to make payment in full for the above fees at the time of interview.

Testing follows the completion of the course. Each student will complete an application for testing during class; this application is submitted to the State of Wisconsin Testing Agency. The Testing Agency will notify the Instructor of the scheduled date and time for testing. The Instructor will, in turn, contact the student of the testing schedule.

TB Test: We require students to be screened for TB. The test will be given by the Nursing Assistant Instructor at the beginning of the program.

Proper Dress: Students may wear street attire (no shorts, no sleeveless tops, no bare midriffs) during the classroom session. Use common sense. When the clinicals begin, students are required to wear "scrub" uniforms, a good pair of walking shoes, socks, and a watch with a second hand. Please do not wear excessive jewelry, no excessive perfumes or cologne.



EMPLOYMENT

Students accepted into the class who are interested in employment with one of the three nursing facilities, should complete an employment application—for the specific nursing home—as soon as possible.

Applications are reviewed and reference checks completed. The Director of Nursing at the respective nursing facility will contact the student and arrange an interview if she is interested in pursuing employment possibilities.

Individuals hired following successful completion of the Class and Testing will be reimbursed for the class fees. The reimbursement will be made in three payments: the first payment will be made within two weeks of beginning employment, the second payment will be made following successful completion of 3 months of employment, and the remaining balance will be made following the successful completion of 6 months of employment.

Please Submit Applications for employment to the Appropriate Address Listed Below...FOR THE LOCATION YOU ARE MOST INTERESTED IN BEING CONSIDERED FOR EMPLOYMENT.

HUMAN RESOURCES

- **American Lutheran Homes-Mondovi**
200 Memorial Drive
Mondovi, WI 54755
- **American Lutheran Homes-Menomonie**
915 Elm Avenue
Menomonie, WI 54751
- **Grace Lutheran Foundation**
3410 Sky Park Boulevard
P.O. Box 287
Eau Claire, WI 54702

2012 C.N.A CLASS SCHEDULE

DATE	CLINICAL LOCATION
January 2– January 20	Eau Claire
February 13-March 2	Eau Claire
March 26– April 13	Eau Claire
May 14-June 4 (off 5/28)	Mondovi
June 18-July 9 (off 7/4)	Eau Claire
July 23-Aug. 10	Menomonie/Eau Claire
Aug. 27-Sept. 17 (off 9/3)	Eau Claire
Oct. 8-Oct. 26	Eau Claire
Nov. 5-Nov. 23	Eau Claire
Dec. 3-Dec. 21	Eau Claire

Week 1 Days 1 - 5 8:00AM-4:30PM
 Week 2 Days 6 & 7 8:00AM-4:30PM
 Week 2 Days 8 - 10 6:00AM-2:30PM
 Week 3 Days 11 - 15 6:00AM-2:30PM

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