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| Job Title: | IN-IVH-CNA, days | **Region :** | State of Indiana |
| Position Type: | Contract | Job Code/ Req#: | 759475 |
| Location: | Onsite**Worksite Address:**3851 North River Road West Lafayette, IN 47906 | **Agency Interview** **Type:** | No Interview Required |
| **Req. Status:** | Open | **Start Date:**  | 03/31/2025 |
| **Expenses Allowed** | No | **End Date:**  | 06/30/2025 |
| **No.of Openings**  | 5 | **No New Submittals After :** | 04/25/2025 |
| **Level/Salary Range :** | $25/hr on C2C | **Send Resumes to :** | resumes@taurusbiz.com |
| **Requisition Description**  |
| **Short Description:** IN-IVH-CNA, 12.5H days**Complete Description:**  **Purpose of Position/Summary:** Incumbent works as a Certified Nurse Aide in the Nursing Department of the Indiana Veterans' Home. Performs all aspects of basic nursing care, within the scope of the Certifed Nurse Aide training rules, with moderate supervision. Reports to the unit manager, but also takes directives from the charge nurse (either RN or LPN) on the unit. **Essential Duties/Responsibilities:** * Provides safe, efficient personal care of residents as directed on aide assignment; Care may include, but is not limited to: bathing, showering, positioning, feeding, transferring, toileting, nail care, hair care, range of motion;
* Uses recommended safety devices and follows infection control standards;
* Documents care provided;
* Answers call lights and residents' requests for assistance;
* Adheres to all residents' rights;;
* Assists with orientation of new employees on the unit;
* Takes vital signs;
* Participates in resident care planning and reports unusual behaviors, signs.
* Assists with resident transportation to and from in-facility and out-of-facility appointments;
* Puts residents' clean clothing away and updates inventory records;
* Cleans assigned areas and resident equipment/supplies on the unit;
* Mentor and train new staff/students

**Nonessential Duties/Responsibilities:** * Provides 1:1 staffing if needed;
* Assists with resident activities on and off the unit;
* Responds to codes and assists as needed;
* Provides post-mortem care;

Other related duties. **Job Requirements:** * Must be certified as a Nurse Aide within 120 days of employment; must maintain CNA and first aid certification.
* Ability to understand and communicate with residents and understand and complete nursing forms;
* ability to follow verbal instructions; ability to provide basic nursing care practices;
* ability to use medical equipment within scope of certification; ability to provide safe, efficient resident care, following all applicable state and Veterans' Administration rules, IVH policies and procedures and all HIPAA rules;
* must attend and complete all required inservice training; ability to prioritize workload; ability to be flexible;
* ability to recognize basic changes in a resident condition and report to the nurse.

**Supervisory Responsibilities/Direct Reports:** No supervisory responsibility; reports to Nursing Unit Manager. **Difficulty of Work:** Work involves standardized procedures and tasks require the practical application of basic nursing procedures, routines and techniques. **Responsibility:** * May not deviate from standard practices, policies, procedures and guidelines.
* Receives general and at times detailed instructions from supervisor.

**Personal Work Relationships:** * Works with residents, professional and non-professional staff, residents' families, visitors, volunteers and staff from other facilities (when assisting with outside appointments.)

**Physical Effort:** Must be able to walk and stand for long periods of time; must be able to bend stoop, twist, reach above shoulders, push/pull, must be able to assist with lifting and transferring residents, from 100 to 500+ pounds, using a gait belt or other accepted practices, or with a mechanical device **Working conditions:** Work is generally on a nursing care unit, in a controlled environment; at times, work environment may include a transport vehicle; may be exposed to body fluids and cleaning chemicals; may be exposed to violent residents.**Required/Desired Skills**

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| **Skill**  | **Required /Desired** | **Amount**  | **of Experience**  |
| CNA certification. | Required |  |  |
| Hands On - American Heart Association CPR and BLS Certification required. | Required |  |  |
| Dementia 6 hour certification is required prior to start. | Required |  |  |
| LTC experience required. | Required |  |  |
| Experience with Memory Care. | Highly desired |  |  |
| Experience with short-term rehab. | Highly desired |  |  |

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|  |  **Description** |
| **Question 1** | Absences greater than two weeks MUST be approved by CAI management in advance, and contact information must be provided to CAI so that theresource can be reached during his or her absence. The Client has the right to dismiss the resource if he or she does not return to work by the agreed upon date. Do you agree to this requirement? |
| **Question 2** | What is your candidate's email address? |
| **Question 3** | Where does your candidate currently reside (City & State)? |
| **Question 4** | Candidate will be required to be flexible with schedule, to include weekend and holiday rotations, typically every other weekend. Do you accept this requirement? |
| **Question 5** | Shift hours are 6am-7pm with 1/2 hour lunch, 37.5H week. Do you accept this requirement? |
| **Question 6** | 1-2 shifts of orientation will be provided the first week for contractors who have not previously worked at IVH. Do you accept this requirement? |
| **Question 7** | Any scheduled time off requests must be provided at the time of candidate submission. Does candidate have any time off requested? |
| **Question 8** | In the event of illness or emergency requiring candidate to miss a scheduled shift, candidate will contact the IVH unit manager or nursing services at least 4 hours prior to scheduled shift (preferably sooner). Do you accept this requirement? |
| **Question 9** | In the event of a late notice call-off by other personnel candidate may be required to stay beyond their designated shift while the staffing office works to bring in additional personnel. Do you accept this requirement? |
| **Question 10** | Contract length is 13 weeks. Do you accept this requirement? |
| **Question 11** | All compliance items, including policy/procedure sign-offs, in-services and training quizzes must be completed prior to start. Time spent completing compliance items will be reimbursed; total reimbursable-hours not to exceed 12 hours. Time spent completing compliance will not bereimbursable until after candidate has completed first shift. Do you accept this requirement? |
| **Question 12** | Proof of Flu and COVID vaccinations or religious/medical declination required. Do you accept this requirement |
| **Question 13** | A National Background check to include all dates from birth to present is required. Background check cannot be older than 30 days Do you accept this requirement? |

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| **Reviewed By:** | Swathi G | **Date:** | 04/23/2025 |
| **Approved By:** | Ram S | **Date:** | 04/23/2025 |
| **Last Updated By:** | Swathi G | **Date/Time:** | 04/23/2025 |