Position Overview

Team Leader Certified Nursing Assistants (CNA’s) function as trainers and mentors to the Direct Support Professionals and Aides in the Ferguson and Valkyrie Programs. They work directly alongside onsite nursing staff to ensure quality care consistent with the expectations set forth by CNA licensing standards is provided in a high-medical-needs setting. They plan and monitor daily activities, routines, and provide ongoing feedback to the Direct Support Professionals and Aides. Team Leaders support individuals with disabilities in community-based residential homes and family support services. They assist individuals with daily living skills development, health and wellness management, medication administration, behavioral and communication development, personal cares and community involvement. Quality support services are delivered with dignity and respect for each individual’s unique needs. Team Leaders advocate for individuals to be fully integrated into community life.

Essential Job Functions

1. Follows the Individuals Abuse Prevention Plan (IAPP) and Coordinated Service and Support Plan (CSSP) Addendum as written for each person.
   - Supports each person’s dignity of risk while following through with IAPP’s, service outcomes, and positive behavioral support plans to reduce vulnerability identified areas.
   - Assists each person with personal cares and daily routines.

2. Follows the Health Plans as written for each person and documents appropriately.
   - Administers and documents medications and treatments as directed.
   - Locates and uses medical information and resources established by the program.
   - Clearly and accurately documents changes in the person’s condition and communicates this information to the nurse and coordinator.
   - Accompanies individuals to medical appointments, as assigned.

3. Displays satisfactory attendance and punctuality.
   - Arrives on time and works scheduled shifts.
   - Completes scheduled training.
   - Maintains staff coverage until relief staff is on duty or until a supervisor has given approval to leave.

4. Demonstrates a person-centered attitude and builds positive relationships with the individuals supported.
   - Supports people in establishing and maintaining relationships with friends, family, and community connections.
   - Assists each person in meeting personal needs and desires by participating in leisure and recreational activities and encouraging community involvement such as Community...
Education classes, Parks and Recreation activities, Special Olympics, shopping, spiritual activities, swimming, volunteer work, etc.

- Shows respect and dignity through words and actions while supporting each person.
- Maintains healthy and professional relationships with individuals, families, guardians, case managers and peers.
- Provides choices and promotes independence at home and in the community.

5. Documents day-to-day progress and activities.

- Consistently and accurately documents data, information and other required paperwork in regards to each individual, such as shift notes, T-logs, health tab, ISP data, etc.
- Reads documentation (such as SComms and T-logs) and responds appropriately.
- Clearly and accurately documents accidents and incidents related to the person’s vulnerabilities, and communicates information as outlined in the person’s individualized plan.
- Reports any instances of alleged abuse or neglect according to internal and external standards.

6. Promotes health and safety within the program and on Hiawatha Homes properties.

- Prepares and offers nutritional and balanced meals from the basic food groups.
- Clearly and accurately documents and reports maintenance/household needs and other concerns to the appropriate supervisor.
- Follows procedures utilizing medical equipment; reports malfunctions or needed repairs.
- Implements cleaning guidelines and provides a sanitary and safe environment for each individual. This includes, but is not limited to cleaning of wheelchairs, laundry, bedrooms, bathrooms, and other locations on the program and property site.
- Follows Program Abuse Prevention Plan (PAPP).
- Follows Hiawatha Homes transportation guidelines when operating vehicles.

7. Maintains communication with staff, families, and team.

- Checks agency email account, voice mail, and mail folders regularly during planning hours.
- Maintains calendar on Outlook with work schedule.
- Ensures permission from legal guardians regarding off site outings farther than a 50-mile radius.

8. Other

- Creates and maintains positive work environment and culture.
- Exhibits a willingness to cross train and work at other programs.
- Performs other duties and activities as assigned by the coordinator or program nurse.

9. Assists House Coordinator and nursing staff in providing oversight of designated program.

- Serves as the lead trainer for new Direct Support Professionals and Aides by flexing schedule to accommodate training needs within the program or delegates training to designated trainer/s.
- Trains and mentors Direct Support Professionals and works with the House Coordinator and nursing staff to ensure quality medical care and professional development compliance.
- Provides ongoing feedback to Direct Support Professionals and Aides and communicates any performance concerns with House Coordinator.
- Assists House Coordinator with monthly staff meetings and notes.
- Ensures compliance with licensing regulations, agency policies and practices, and protection of individual rights.
- Assists House Coordinator and Nurse in scheduling and attending medical, health, and dental appointments, as needed.
• Assists House Coordinator in gathering necessary information and documentation for individuals’ annual meetings, as needed.
• Encourages and develops opportunities in the community for individuals, and ensures adequate staff coverage for scheduled activities.
• Assists Program Director and House Coordinator in identifying staffing needs, overtime hours and scheduling patterns.
• Participates in preparing weekend staff schedules, resolving schedule conflicts, and filling open hours with House Coordinator, as needed.
• Makes necessary decisions/changes in the absence of House Coordinator and effectively communicates with the nursing staff and Program Director/On Call Supervisor.
• Ensures program cleaning lists and other household duties are maintained.
• Assists with menu planning and development, and communicates or completes grocery and supply shopping, as needed.
• Assists House Coordinator in managing the house budget and completing vouchers, as needed.

10. Works directly alongside onsite nursing staff to ensure quality care consistent with the expectations set forth by CNA licensing standards is provided in a high-medical-needs setting.
• Maintains familiarity with basic medical terminology and acts as a resource to Direct Support Professionals and Aides regarding interpretation of such terminology.
• Adheres to standard medical protocols and processes.
• Performs accurate vital signs assessments.
• Recognizes and observes medical changes with individuals supported, and reports changes appropriately to nursing staff.
• Assists with proper training in the use of medical equipment.
• Ensures thorough cleaning and maintenance of medical equipment.

Training Compliance
• Attends monthly staff meetings (unless pre-excused by supervisor).
• Takes responsibility for arranging with supervisor to review missed meeting notes on Therap.
• Attends orientation and on-going training as directed.
• Ensures annual training compliance module is completed.
• Ensures annual 245D compliance trainings are current (CPR, BST, Back Safety, etc.).
• Completes the number of annual mandatory training (12 or 24), based on length of field experience.

High Performance Objectives
(Appplies to all employees of Hiawatha Homes)

Communication
• Communicates clear and accurate information to Hiawatha Homes team members, quality circle members, and community stakeholders in a professional manner.
• Maintains confidentiality.
• Accepts and is able to provide constructive feedback in a respectful manner.

Accountability
• Takes responsibility for carrying out essential job duties in a competent manner.
• Adheres to agency policies and procedures.
• Completes training requirements according to Hiawatha Homes’ staff development standards.
• Represents Hiawatha Homes in a positive and respectful manner.
• Works safely; uses equipment properly and as directed.

Proactivity
• Uses information and data to improve the quality of service provided.
• Takes initiative to improve personal skills, knowledge, and team performance.

Team Player
• Shows respect for others’ perspectives, styles, and ideas.
• Works with others to meet agreed timelines and objectives.
• Is flexible and willing to respond to changes needed to improve service.

Minimum Job Requirements
• Is at least 18 years of age.
• Possesses and maintains a current CNA certificate.
• Has the ability to speak, write, and comprehend the English language.
• Possesses a valid driver’s license, satisfactory motor vehicle record, and successfully completes a Hiawatha Homes driving test.
• Is able to provide proof of employment eligibility and proof of being free from tuberculosis upon hire.
• Successfully passes a State of Minnesota background check before working unsupervised.
• Is willing and able to work with and support both males and females.
• Successfully completes the Hiawatha Homes Medication Administration class.

*High School Diploma or GED (General Education Diploma) Preferred

Working Conditions
The physical demands described below are representative of those that must be met in order to successfully complete essential job functions. In compliance with the Americans with Disabilities Act, reasonable accommodations will be considered.

• Frequently pushes, pulls, grasps, reaches below shoulder level, and lifts/carries up to 35 lbs. unassisted.
• Occasionally bends, stoops, squats, kneels, climbs, crawls, walks on uneven ground, reaches above shoulder level, and lifts/carries in excess of 35 lbs. unassisted.
• Stands or walks the majority of the work day.
• Works 75-90 percent indoors and 10-25 percent outdoors.
• Works with household cleaning solutions and refuels company vehicles as needed.
• Works with a variety of tools and equipment including, but not limited to: wheelchairs (manual and electric), wheelchair batteries and chargers, wheelchair hook-ups, lifts or ramps (manual, hydraulic, and/or electric), adaptive positioning equipment, manual or electric beds, bed rails, oxygen tanks, mist or suction machines, augmentative communication devices, office equipment including but not limited to computers and office software, household appliances, household cleaning equipment,
garbage/recycling bins, charcoal or gas grills, sprinkler or garden hoses, snow shovels and/or scrapers.

I have read and understand the information contained within the job description.

_____________________________  ________________________________  
Employee Printed Name  Employee Signature

_____________________________  
Date