



JOB DESCRIPTION

Job Title: CNA (Certified Nursing Assistant)- **Residential**

Reports To: Resident Care Manager

Date: 05/28/26

Cornerstone Ranch is a faith-based nonprofit organization serving adults with special needs through full-time residential care and a purpose-driven day program. Guided by our mission, “to empower adults with special needs to live the abundant life they were created for,” we create a safe, supportive, and Christ-centered environment where individuals can grow, build community, and live with dignity, purpose, and belonging.

JOB OVERVIEW

The primary function of the CNA is to support the residents by providing personal hygiene care, assistance with ADLs, and proper supervision for health and safety. The CNA will be working in a family environment and must be willing to work with a team. Based on the Cornerstone Mission, the CNA will be committed to supporting the residents to live an abundant life.

The CNA is expected to uphold the faith-based values and purpose of Cornerstone Ranch, remembering that our focus extends beyond meeting physical needs as we strive to meet the spiritual needs of our Ranchers as well.

WORK EXPECTATIONS

- Part-Time
- \$18/hr
- Complete 4 hours of orientation and 16 hours of on-the-job training
- Complete 6 hours of annual training
- Attend staff meetings and trainings as needed
- Promote and protect resident’s rights such as dignity, confidentiality and privacy
- Follow reporting procedures for abuse, neglect and exploitation
- Consistently act with integrity and credibility and demonstrate commitment to the Cornerstone mission
- Represent Cornerstone Ranch in a professional and dignified manner at all times
- Assist with leading a healthy, loving, family environment
- Demonstrate care, compassion, and patience when working with adults with disabilities
- Implement Christian faith into everyday activities with residents

RESPONSIBILITIES

Resident Supervision & Care

- Assist with personal hygiene care: bathing, grooming, dressing, oral care and toileting
- Assist with monitoring resident's health: document vital signs and minor illnesses
- Assist with laundry, changing linens, and making beds
- Assist with meal preparation and feeding. Document food and fluid intake as ordered
- Assist with medication administration based on doctor's orders and nurse delegation
- Document any significant health changes or signs of illness and notify the nurse
- Document any significant emotional or behavioral changes and notify the nurse
- Assist with mobility and transfers: be aware of fall risk level and take all fall risk precautions
- Follow universal precautions and infection control measures
- Assist with emotional support and encourage social engagement.

Household Management:

- Assist with light housekeeping such as washing dishes, disinfecting surfaces, and trash disposal.
- Ensure the house is kept safe by removing trip hazards or cleaning spills immediately.
- Restock household supplies such as paper towels, toilet paper and hand soap.
- Communicate household needs with the residential team.
- Follow disaster and evacuation procedures during an emergency.

Administrative

- Document and communicate with the residential team each shift.
- Document progress notes as needed.
- Document incident reports immediately and report to a supervisor.
- Assist in keeping the house compliant to state licensing standards.

COMPETENCIES

To perform the job successfully, an individual should demonstrate the following competencies:

- **Adaptability** - Adapts to changes in the work environment in a positive manner. Changes approach or method to best fit the situation. Manages competing demands. Accepts criticism and feedback. Applies feedback to improve performance.
- **Attendance and Punctuality** - Begins working on time. Arrives at meetings and appointments on time. Ensures work responsibilities are covered when absent. Keeps absences within guidelines. Schedules time off in advance.
- **Communications** - Exhibits good listening and comprehension. Expresses ideas and thoughts in written form. Expresses ideas and thoughts verbally. Keeps others adequately informed. Selects and uses appropriate communication methods.
- **Integrity** - Upholds organizational mission, values and goals. Inspires the trust of others. Keeps commitments. Treats people with respect. Works ethically and with integrity. Acts in accordance with vision.
- **Safety and Security** - Observes safety and security procedures. Recognizes and responds in a proactive manner to potentially unsafe conditions. Uses equipment and materials properly. Determines and applies appropriate action beyond guidelines.

QUALIFICATIONS

Education and Experience:

- Education: High school diploma or equivalent
- Must possess a valid Texas Certified Nursing assistant certification.
- Must be at least 21 years old
- Must have 1 year related experience (volunteer or paid) working with individuals with IDD, or equivalent combination of education and experience.

Language Skills:

- Ability to read and write effectively in English.
- Ability to read and follow written directions.
- Ability to learn proper documentation of care using EHR.

Reasoning Ability:

- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

Other Knowledge, Skills or Ability:

- Demonstrate care, compassion, and patience when working with adults with special needs.
- Ability to use microsoft software

PHYSICAL DEMANDS

- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- The employee must frequently lift and/or move up to 25 pounds. While performing the duties of this Job, the employee is regularly required to sit; reach with hands and arms and talk or hear. The employee is frequently required to stand and walk. The employee is occasionally required to climb or balance and stoop, kneel, crouch, or crawl.
- This job description is not intended to be an exhaustive list of all duties or responsibilities of the position. The employee may be required to follow additional instructions and perform other related duties as assigned by their supervisor.

ACKNOWLEDGED: Employee Signature

Printed Name

Date

CR Representative Full Name

CR Representative Signature:

Date: