

# ATLANTIC COUNTY GOVERNMENT

## JOB ANNOUNCEMENT

### PLEASE POST

Posting Date: **Continuous**

**TITLE:** Institutional Attendant (Certified)

**SALARY:** \$31,320

Hours: 40 X 35\_\_\_

**DEPARTMENT:** Human Services

Union X Mgmt \_\_\_

**LOCATION:** Northfield

NJCSC Test Required: Yes \_\_\_ No X

Grant Funded: Yes \_\_\_ No X

**Note: Applicants must have a valid certification as a Nurse Aide from the New Jersey Department of Health.**

#### **DEFINITION**

Under direction in a hospital, training school, sanitarium or other institution, performs nonprofessional nursing duties involved in patient care and custody of patients who are mentally challenged and/or inmates, participates in patient re-motivation activities; does other related duties as required.

**NOTE:** The definition and examples of work for this title are for illustrative purposes only. A particular position using this title may not perform all duties listed in this job specification. Conversely, all duties performed on the job may not be listed.

#### **REQUIREMENTS:**

#### **LICENSE:**

Appointees will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform the essential duties of the position.

**NOTE:** Appointees may be required to possess a Certified Nursing Assistant License (CNA) or a Licensed Practical Nurse License (LPN) valid in the state of New Jersey.

**NOTE:** Appointees may be required to successfully complete an in-service training program in the care of patients with mental disorders.

#### **EXAMPLES OF WORK:**

Organizes assigned work and develops effective work methods.

Escorts inmates and/or patients to work, school, meals, treatment rooms, wards, church services, or recreation activities.

Maintains order and discipline within the institution and on the grounds.

Supervises and works with groups of inmates and/or patients engaged in sweeping, mopping, and polishing floors, making beds, washing dishes, and in doing other routine duties.

Assists in the serving of meals.

Assumes responsibility for the personal appearance and clothing of patients and/or inmates within an assigned area.

May help bathe, dress, and prepare patients for bed.

Takes care of the linen supplies for assigned wards, buildings, or other areas.

Lifts patients on and off beds and stretchers.

Runs errands.

Makes rounds of dormitories and wards during the night and notifies the supervisory officer when unusual cases, irregularities, and/or accidents and fires occur.

Reports cases of illness.

Helps wash and sterilize walls, floors, dishes, tables, and other equipment.

Assists in leading group and individual patient activities including games, exercises, trips, and so forth.

Confers with patients and their families to answer basic questions.

Refers more difficult questions to nursing or medical staff.

Observes patients during daily activities, supports interactive behavior, and reports any unusual behavior, appearance, or attitudes to nursing and medical staff.

May feed patients.

May participate in staff discussions and evaluation of patients and, based on observation and day-to-day contact with patients, providing information and feedback on therapy to medical staff.

May be required to take notes on patients' behavior as requested by medical staff and write routine progress notes.

Prepares simple reports and keeps accurate and detailed records.

Will be required to learn to utilize various types of electronic and/or manual recording and computerized information systems used by the agency, office, or related units.

**KNOWLEDGE AND ABILITIES:**

Knowledge of particular problems likely to be encountered in work in hospitals and other institutions.

Knowledge of the purpose, policies, standards, and procedures involved in the care of patients after a period of training.

Knowledge of basic medical and hospital routines, methods, and procedures.

Ability to understand, remember, and carry out oral and written instructions and assignments.

Ability to comprehend the problems of children and adults who are confined to a hospital or other institution.

Ability to work harmoniously with associates, superior officers, patients, and/or inmates.

Ability to take the lead in working with groups of patients and/or inmates and supervise the performance of their work.

Ability to keep wards, buildings, and areas in a clean and neat condition with or without the help of patients and/or inmates.

Ability to assist with recreation activities.

Ability to patrol wards, dormitories, and buildings at night.

Ability to notify the proper supervisory officers when unusual cases, irregularities, accidents, fires, or illnesses occur.

Ability to assist in bathing, dressing, and feeding patients and/or inmates.

Ability to observe patients' behavior and record or report these observations.

Ability to communicate in an effective manner with patients, medical and nursing staff, and patients' families.

Ability to work with patients who may exhibit difficult behavior.

Ability to prepare reports and to keep detailed and accurate records.

Ability to learn to utilize various types of electronic and/or manual recording and information systems used by the agency, office or related units.

Ability to read, write, speak, understand, or communicate in English sufficiently to perform the duties of this position. American Sign Language or Braille may also be considered as acceptable forms of communication.

Persons with mental or physical disabilities are eligible as long as they can perform essential functions of the job with or without reasonable accommodation. If the accommodation cannot be made because it would cause the employer undue hardship, such persons may not be eligible.

**Interested, qualified applicants should apply online at <http://www.atlantic-county.org/>**

**Alternatively, applications may be mailed to the  
Atlantic County Division of Human Resources  
1333 Atlantic Avenue, Atlantic City, NJ 08401**

**- We are an Equal Opportunity Employer -**