



09/28/2023

Revised 08/22/2025

Orchard Manor Certified Nursing Assistants

Looking for meaningful work with a flexible schedule and great benefits?

Orchard Manor is hiring **Certified Nursing Assistants (CNAs)** — and we're especially seeking caring professionals for our **evening (PM)** and **overnight (NOC)** shifts!

Whether you're starting your career or looking for a better fit, our supportive team, paid training, and competitive shift differentials make this the opportunity you've been waiting for.

Why Choose PM or NOC Shifts at Orchard Manor?

- ❖ **Higher Pay** – Take advantage of our **weekend and shift differentials**, including a **NEW NOC differential!**
- ❖ **Flexible Scheduling** – We offer both **8-hour shifts with every other weekend** and **12-hour shifts with every third weekend** (or every other weekend if this best fits your personal schedule).
- ❖ **Great Benefits** - Affordable Health Insurance, Wisconsin State Retirement Pension, Paid Vacation – Starting Day One!
- ❖ **Team Support** – Join a facility that values your time, your health, and your work-life balance.
- ❖ **Free CNA Training** – No certification yet? We'll pay to train you!

Open Shifts & Times

- ❖ PM Shift: 2:00 PM – 10:30 PM - Part-time up to Regular Part-time roles available
- ❖ NOC Shift: 10:00 PM – 6:30 AM **OR** 6:00 PM – 6:30 AM – Part-time up to Full-time

{Day shift (6:00 AM – 2:30 PM) also available in limited capacity}

Pay and Position Information

Please see the below job description as well as the Pay and Bonus information link on Grant County's website www.co.grant.wi.gov (employment opportunities).

How to Apply

An Orchard Manor Employment Application is at the above listed website and may also be obtained by contacting Orchard Manor Human Resources at (608)723-2113. Application materials can be submitted by mail, in person, or via email (employment@co.grant.wi.gov).

Mailing Address: Human Resources, Orchard Manor, 8800 Hwy 61, Lancaster, WI 53813

Questions

Contact Orchard Manor Human Resources at (608)723-2113

This is an **Affirmative Action/Equal Employment Opportunity employer (AA/EEO)**. All qualified applicants are encouraged to apply including minorities, veterans, women, and persons with work related limitations.

GRANT COUNTY JOB DESCRIPTION

TITLE: CNA

DEPARTMENT/ AGENCY: Orchard Manor

IMMEDIATE SUPERVISOR: **Nurse in Charge (LPN, Staff Nurse, Charge Nurse, Nurse Manager, Director of Nursing)**

PAY GRADE: OM E

FLSA: Not exempt

NATURE OF WORK

The certified nursing assistant provides a safe environment, gives emotional and social support and attends to the resident's physical comfort. The position performs direct care to the residents as assigned and other duties as directed. *Must be available to work occasional overtime up to 12 hour shifts to meet the facility's needs.*

MINIMUM QUALIFICATIONS

Education:

Current registry of certification to work as a Nursing Assistant by the State of Wisconsin

Experience:

None

Knowledge, Skills and Abilities:

1. Ability to verbally communicate with residents, families, the public and other members of the organization
2. Ability to read/write English and document observations
3. Must be able to safely perform the essential job functions with or without reasonable accommodation
4. Must adhere to department dress code
5. Must be honest, dependable and exhibit a warm, cheerful, caring manner

ESSENTIAL FUNCTIONS

1. Works alone giving total care or assists residents with:
 - a. Bed bath, tub bath, or shower
 - b. Dental, hair and nail care, shaving, dressing and undressing, application of make-up
 - c. Elimination needs
 - d. Ambulating, transferring, positioning by using assistive devices such as a walker, wheelchair, Hoyer lift, gait belt or lift sheets
2. Answers all call lights promptly
3. Takes and records temperature
4. Feeds resident, maintains intake and output as requested, weighs resident as instructed
5. Observes and reports physical and/or behavioral changes in resident immediately to charge nurse

6. Works tactfully and cooperatively with residents, families, visitors, and the entire staff throughout the organization
7. Knows and follows existing lines of communication and authority
8. Performs all resident care as assigned and according to (facility) nursing department's policies and procedures
9. Participates in activities for cognitively impaired residents as directed
10. Attends department meetings and seminars as requested
11. Changes schedule or works overtime on occasion to meet the needs of the department
12. Maintains confidentiality of the entire department and organizational information
13. Assures that all resident rights are maintained at all times; reports any violations or suspected deviations according to (facility)'s policy
14. Attends mandatory in-services
15. Follows all safety, security, infection control (including Category I Universal Precautions) and hazardous materials policies and procedures; performs all tasks to assure resident and personal safety and the protection of (facility) property

SUPERVISION RECEIVED

Under the direction of the nurse in charge

SUPERVISION EXERCISED

None

ENVIRONMENTAL FACTORS

1. Work is generally performed indoors, however, residents are escorted outside during the summer, fall, and spring
2. The nursing unit is well lit and clean with some exposure to dust
3. Heat, air conditioning, and humidity are controlled by the building's central system with a temperature variance of not more than 7 degrees on either side of the norm of 72 degrees
4. There are occasional exposures to blood, body tissues and fluids with occasional exposure to hazardous materials and infectious diseases
5. Exposure to loud or unpleasant voices and occasional bodily injury
6. Constant stress of working with sick residents and their families, combined with the resident who may be sick, confused, irrational, highly agitated or given to abrupt mood swings
7. Exposure to unpleasant body odors

Equipment Used: Adaptive devices, whirlpool tub, shower, call/intercom system, cane, scale, commode, electric bed, electric thermometer, electric time clock, electric wheelchair, gait belt, Gerichair, gloves, manual or electric Hoyer lift, E-Z stands/standing lifts, hamper, isolation apparel, linen cart, microwave oven, nail clipper, phone, razor (manual), safe house system, serving trays, shaver (electric), thermometer (oral/rectal), walker, Wanderguard system, wheelchair, and air/pressure relief mattress

Strength:

1. Using proper body mechanics, able to frequently transfer, lift, turn or assist a resident to or from bed, wheelchair, Hoyer lift, toilets, tubs, and showers; requires the ability to push, pull, and lift from 25-75 pounds unassisted
2. Push/Pull residents weighing up to 400 pounds in wheelchairs and geri-chairs
3. Reposition residents weighing up to 400 pounds in chairs, and in bed, to assist with treatments, hygiene, and comfort needs with assistance of either staff or assistance devices as determined by nurse and or protocol

Mobility:

1. Stand or walk up to 90% of a working shift up to 12 hours per day as deemed necessary to meet facility needs to provide resident care and assistance
2. Able to stoop, bend, twist, and squat to perform essential job functions of resident care
3. Able to deal with combative resident's safely

Manual Dexterity:

1. Able to use hands and arms to carry trays, position residents, take pulses and temperatures, adjust bathtub temperature and use other equipment listed
2. Simple manipulative skills are required to consistently manipulate wheelchairs, through doorways, moving linen carts, etc.

Speech: Able to speak and understand English to communicate with residents and co-workers

Sensory requirements:

1. Able to see objects 30 feet for identification of residents, call lights and unusual occurrences on unit
2. Able to see objects close to read care plans, thermometers, and observe changes in resident's condition
3. Able to hear and distinguish normal sounds with background noise ranging from conversational levels to high pitched sounding alarms

Cognitive requirements:

1. Concentrate on moderate detail with some interruption
2. Attention span necessary to attend to a task/function for 10-15 minutes related to nursing assistant duties
3. Ability to comprehend oral and written instruction, simple direction, and specific ideas behind actions
4. Able to follow, complete and remember verbal and written daily assignments and routines over an eight hour shift or longer

EMPLOYEE RESPONSIBILITY IN AN EMERGENCY

Expected to respond to emergency situations involving the safety of residents, other employees and the facility; this includes the ability to assist with a possible evacuation of residents; must participate in Orchard Manor emergency plan as assigned

CLOSING STATEMENT

This description has been prepared to assist in evaluating duties, responsibilities and skills of this position. It is not intended as a complete list of specific responsibilities and duties, nor is it intended to limit duties to those listed. Management reserves the right to change job responsibilities, duties, and hours as needs prevail. This document is for management communication only, and not intended to imply a written or implied contract of employment. It is understood that the supervisor has the right to assign, direct, and modify duties and responsibilities.

Revised 10/15/2020