

Certified nursing assistant (CNA) job description

Updated October 17, 2026. Written and reviewed by the HRTally Research Team. Replace everything in [brackets].

Details

- Department: [Department]
- Reports to: [Manager title]
- Location: [City, State, or remote]
- Employment type: [Full-time, part-time, or seasonal]
- FLSA status: Nonexempt
- Pay range: [\$X to \$Y per hour]

About [Company]

[Two or three sentences about what your company does, who it serves, and why people like working here.]

Job summary

We're hiring a certified nursing assistant to provide hands-on daily care and comfort to our [patients or residents], working under the direction of our licensed nurses.

What you'll do

- Help patients or residents with bathing, dressing, grooming, toileting, and eating.
- Take and record vital signs, weight, intake, and output.
- Reposition, transfer, and help patients walk using safe lifting techniques and equipment.
- Answer call lights promptly and report changes in condition to the nurse.
- Keep rooms clean, safe, and stocked.
- Document care accurately in the record.
- Support residents' dignity, privacy, and rights at all times.
- Follow infection control and safety procedures.

What you'll need

- Current nurse aide certification and listing on the [State] nurse aide registry in good standing.
- High school diploma or equivalent preferred.
- Current CPR or BLS certification.
- Ability to work [shift], including weekends and holidays on rotation.

Nice to have

- One year of experience in long-term care, rehab, or acute care.
- Restorative or dementia care training.
- Bilingual in a language spoken by many of our residents.

Skills

Compassionate personal care, Safe patient handling, Observation and reporting, Patience, Teamwork, Time management across an assignment.

Physical demands and work environment

Nursing facility or hospital. Requires standing and walking for most of the shift and frequent lifting, pushing, and transferring patients with mechanical aids, plus exposure to infectious disease with protective equipment provided.

Pay and benefits

[\$X to \$Y per hour], based on experience and location. [List benefits, such as health insurance, retirement plan match, paid time off, and training.]

Equal opportunity

[Company] is an equal opportunity employer. We consider all qualified applicants without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, age, disability, genetic information, veteran status, or any other status protected by law. If you need a reasonable accommodation to apply or interview, contact [name] at [email or phone].

Hiring notes for HR and the hiring manager

Pay data

- Median hourly wage: \$20.32 (BLS OEWS, May 2025, SOC 31-1131, Nursing assistants).
- Median annual equivalent: \$42,270 (hourly median x 2,080 hours).
- Mean annual wage: \$42,700.
- Check state and metro data at bls.gov/oes before setting your range, and include the range in postings where the law requires it.

Exempt status and legal notes

FLSA status: Nonexempt (overtime eligible). Duties and pay decide overtime eligibility, not the job title.

Federal rules for nursing homes that take Medicare or Medicaid require nurse aides to complete a state-approved training program of at least 75 hours, including clinical training, and pass a competency evaluation within four months of hire. Facilities must check the state nurse aide registry before hiring. Many states set higher training hours. CNAs are nonexempt and must be paid for all hours worked, including time spent in shift report.

How to customize it

- State the typical patient or resident assignment size.
- Say which lift equipment you use. It signals safety.
- If you pay for certification for trainees, say so clearly.
- List shift differentials for evenings, nights, and weekends.

Interview questions

1. Tell me about a resident who was difficult to care for and how you handled it.
2. How do you protect a patient's dignity during personal care?
3. What would you do if you noticed a resident's skin breaking down?
4. How do you manage your time when several call lights go off at once?

Before you post

- Separate required from preferred. Required means you won't hire without it. Everything else is preferred. Long required lists screen out qualified people.
- Describe physical demands and environment. Lifting, standing, shifts, travel, noise, temperature. This sets honest expectations and supports an ADA essential functions record.

- State the pay range. Required in a growing list of states and cities, and expected by candidates everywhere else.
- Say exempt or nonexempt. Decide based on duties and salary before you post, and keep the classification consistent with how you pay.
- Name required licenses and checks. Licenses, certifications, background checks, drug tests, and driving record reviews, with the timing of each.
- Add the accommodation and EEO statement. Tell candidates how to request a reasonable accommodation, and include your equal opportunity statement.

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