

# Grand Traverse Pavilions



Grand Traverse Pavilions  
A COMMUNITY CARING FOR GENERATIONS

## Certified Nurse Aide Training Class: October 21—November 12, 2019

### **What is included in a CNA's job duties?**

CNAs are the front line workers that take care of our residents' daily needs. They provide hands-on care including bathing, dressing, grooming, feeding, positioning and body alignment, skin care, and transfers. CNAs also transport residents to and from meals, bathroom, activities, and appointments, and answer call resident lights and safety alarms. See attached Essential Functions sheet for additional job functions and physical requirements of the job.

### **What is the selection process for the class like?**

- If you are interested in taking our CNA Class, please fill out an application with us (online, at our website ([www.gtpavilions.org/jobs](http://www.gtpavilions.org/jobs))).
- Human Resources will call selected applicants to invite them to come in for an interview. Following interviews, final selection will be made for the class participants (12 people are allowed in each class)
- If offered a place in the class, all participants will be subjected to a criminal background check, fingerprinting, physical and drug screen, and past employer reference checking.

### **Is there a charge to take the class?**

- There is no cost to take our CNA class. However, we do not pay you while you take the class. Also, while the cost of taking the CNA certification test at the state level is paid for, this only covers your first testing attempt. If a second attempt is necessary, you must pay this fee yourself.

### **How is the CNA Class structured?**

- The class is a total of 17 days – with the first 10 days spent in the classroom (hours from 8am to 4pm Monday-Friday) and the last 7 days spent in clinical rotation (hours from 6:30am to 3:00pm).
- Daily homework is assigned and you must come to class with homework completed and be able to pass daily quizzes.
- You must be on time for class and cannot miss any days of class. Any tardies or absences from class will result in dismissal.

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# CNA Training Class Continued

## **What happens after the class ends?**

- Passing the class potentially leads to a job offer for a full-time position for either 8 or 12 hour shifts on either an Afternoon (2:30pm-10:30pm or 2:30pm-3:00am) or Midnight (10:30pm-6:30am or 6:30pm-7:00am) shift. The first 500 hours of work are a probationary period. Job performance, attitude, and attendance will be considered for continued employment.
- If offered a position, you will receive on the job training of at least 10 orientation shifts (on your assigned shift).
- Full-time positions are scheduled for 75 (8 hour shifts) or 76 (12 hour shifts) hours per 2 week pay period.
- Shifts that are 8 hours long will have one 30 minute break and a 30 minute unpaid lunch break.
- Shifts that are 12 hours long will have one 15 minute break and two 30 minute lunch breaks.
- Will be required to work an every other weekend rotation
- Holiday rotation of every other holiday (will work the first 4-5 holidays in a row). Time and a half pay is earned for working holidays.
- On the PM shift each CNA is responsible for the care of 8-10 residents and on the Midnight shift each CNA is responsible for the care of 13-20 residents.

## **What is the pay for CNAs?**

- Following the class until CNA state certified, Nurse Aide wage is \$13/hour
- CNAs start at a wage of \$17/hour
- \$.40 shift differential for PM and Midnight shifts
- \$.50 shift differential for working weekend shifts
- Holiday pay of time and one-half

## **What are the perks of working for Grand Traverse Pavilions?**

- Health, dental and vision coverage available after 60 days of employment.
- Employer paid \$5000 life insurance policy.
- Employer sponsored defined benefit pension plan through Municipal Employees Retirement System (MERS).
- Earned time off system – earn time off for every hour that you work (can be used to pay for vacations, sick days, etc.)
- Longevity bonus for employees who have worked at least 4 continuous years.
- On-site wellness center/gym that can be used 24 hours/day at no cost to employees

**Apply online at [www.gtpavilions.org/jobs](http://www.gtpavilions.org/jobs)**