

# JOB ANNOUNCEMENT

**POSITION:** Certified Nursing Assistant  
**PROGRAM:** Nursing  
**SUPERVISOR:** Nursing Administrator  
**SALARY:** Grade 16, \$16.87 Hr.  
**CLASSIFICATION:** Non-Exempt  
**LOCATION:** Owyhee Community Health Facility—Owyhee, NV

**OPEN:** February 22, 2021

**CLOSES:** OPEN UNTIL FILLED

**SPECIFICATIONS:** All applications must be fully completed. Any incomplete, undated or unsigned applications will not be processed (Do not refer to the resume in lieu of making required comments on the application) Please attach all required documentation as specified in the Job Announcement. **Failure to attach required documents will disqualify you from consideration for this position.** Employment Applications are available at the Human Resource Department. Any questions regarding this position is to be directed to the Human Resource Department at the above listed telephone number.

Preference for filling vacancies will be given to qualified Indian Applicants in accordance with the Indian Preference Act (Title 25 U.S. Code, Section 472 and 473). However, the Shoshone-Paiute Tribes is an equal opportunity employer and all qualified applicants will be considered in accordance with the provisions of Section 703 (l) of the Title VII of the Civil Rights Act of 1964, as amended.

**The Shoshone-Paiute Tribes application form for employment must be received by the Human Resources Office by 5:00 PM of the closing date of this job announcement.**

All Interview notifications will be made by certified mail. It is your responsibility to notify HR if your mailing address and/or phone number changes.

In accordance with Shoshone-Paiute Tribes' Resolution No. 00-SPR-31, all new employees are required to pass a pre-employment drug/alcohol test.

**THE SHOSHONE-PAIUTE TRIBES RESERVES THE RIGHT TO CONDUCT BACKGROUND CHECKS ON ALL NEW EMPLOYEES. In accordance with Shoshone-Paiute Tribes' Resolution No. 95-SPR-135**

**SPECIAL CONSIDERATION:**

Because of the sensitive and trusted nature of this position, the CNA is subject to initial, for cause, and random drug/alcohol testing and a thorough background check. This individual works in patient situations requiring mental alertness and in the course of their employment, regularly comes into contact with children and seniors. This person may operate Tribal vehicles and/or equipment in the course of their employment.

## **SUMMARY OF FUNCTIONS:**

Incumbent is a member of the Health Care Team, and serves as a Certified Nursing Assistant providing services to patients in the Outpatient Clinic under the director supervision of the Registered Nurse or Licensed Practical Nurse. The incumbent is competency tested prior to providing direct patient care.

## **SPECIFIC DUTIES:**

1. Collects data related to health status by recording and reporting basic objective and subjective data such as vital signs, height, weight, temperature, pulse, blood pressure, respirations and pulse oximetry.
2. Observes for changes in health status including signs and symptoms or deviations from normal health status with consideration of age specific needs. Reports findings to a licensed nurse and/or physician.
3. Provides basic information regarding the patient, which assists the licensed nurse in setting goals.
4. Provides patient information, which assists the licensed nurse in the development and revision of the plan of care.
5. Provides physical care, comfort measures, and emotional support to patients whose condition is stable or predictable.
6. Assists with basic restorative nursing.
7. Provides a safe and healthy environment.
8. Repeats patient teaching instructions as given by the licensed nurse.
9. Documents in the EHR and communicates completion of assigned duties and patient response.
10. Seeks guidance from a licensed nurse as needed.
11. Performs CPR when necessary.
12. Follows principles of asepsis and infection control.
13. Works effectively as a team member in the delivery of care and assists with orientation of new staff as directed.
14. Maintains good working relations among all nursing unit personnel and other facility employees through appropriate communications.
15. Complies with departmental standards regarding appearance, performance, punctuality and dependability.
16. Work is performed on a regularly assigned basis to provide continuity of patient care and services during regular Monday to Friday clinic hours. During disaster situations staff is subject to recall to duty.
17. Answers the phone, faxes reports as directed.
18. Enters immunizations into the Web IZ, prints updates for nursing.
19. Coordinates with scheduler to ensure no-show appointment slots are filled.
20. Inputs purchase orders into Accufund as directed.
21. Completes travel authorizations and arranges for GSA as needed.
22. Rooms patients to maintain clinic schedule.
23. Performs EKG Testing as directed by Nursing.
24. Attends Interdepartmental Aftercare Committee and contributes to discharge planning.
25. Performs monthly Immunization QA by printing Immunizations due report. Sends outreach letters with education to parents.
26. Attends and participates in monthly nursing meetings.
27. Responsible for sending letters to no-show patients for follow-up.

28. Prints pre-ordered labs as directed.
29. Maintains files.
30. Performs other related duties as assigned by immediate supervisor.

**EDUCATION & WORK EXPERIENCE REQUIRED:**

Knowledge of the health records aspects of patient care/services, and the ability to accurately and completely document data in the Electronic Health Record.

Must possess an active CNA license from a State, District of Columbia, the Commonwealth of Puerto Rico or a territory of the United States in good standing. Must possess a current CPR card.

Must have knowledge of Microsoft office and data base records management.

**OTHER FACTORS INFLUENCING POSITION:**

Guidelines: The CNA works under the supervision of a licensed nurse (RN or LPN) and accepts delegated duties. The CNA must be alert to advise RN/LPN of significant patient data or change in findings.

Physical Demands: Work requires walking, standing, bending, and some lifting in order to assist patients out of wheelchairs, and onto or off exam tables or stretchers.

Work Environment: Work is performed in the Outpatient Clinic, where there is exposure to contagious disease. Some degree of risk is involved with working with emotionally disturbed and/or inebriated patients.

CONFIDENTIALITY/HIPAA: Must maintain strict confidentiality.