

CERTIFIED NURSING ASSISTANT (CNA) JOB SUMMARY – TRENTON COMMUNITY CLINIC

Purpose

The Certified Nursing Assistant (CNA) will be responsible for assisting with providing patient care as appropriate to provide services in accordance with the Trenton Community Clinic policies and procedures, under the direction of a Registered Nurse.

Responsibilities

- Promotes an organizational culture that embraces the values of respect, caring, support, effective communication, teamwork, collaboration, accountability, and responsibility; and works with all staff to create and maintain a workplace environment reflective of such values
- Provides nursing care under the supervision of a Registered Nurse (RN) and according to the plan of care derived from physicians' orders and the registered nurse assessment. Nursing care may include physical care, emotional support, and patient and family education
- Provides nursing care and services that is in accordance with the Trenton Community Clinic's patient care and general medical policies
- All staff, and specifically medical staff, are an integral part of the COVID-19 pandemic response. Assisting with testing, swabbing, education, and providing related patient care while assisting with related COVID-19 events will be a large part of responsibilities for the near future
- Answer telephones, filing, greet patients
- Assists in making observations, gathering data and identifying patient care needs
- Assists with cleaning, stocking, and maintenance of department equipment and supplies
- Assists the physician and/or nursing staff in the performance of specific procedures required by the patient and at an appropriate level for a CNA
- Provides patients with the knowledge and assistance to learn appropriate self-care techniques
- Accurately records patient's condition which includes taking vitals; patients' blood pressure, temperature, pulse and breathing rates are standard
- Observes, records, and reports to the appropriate professional the symptoms, reactions, and changes including:
 - General physical and mental condition of patients, signs and symptoms which be indicative of untoward changes; and
 - Stresses in human relationships between patients, between patients and personnel, and between patients and their families and visitors
- Performs selected nursing procedures at an appropriate level for a CNA under the direction of a RN
- Assists with the rehabilitation of patients according to the medical care plan through being aware of and encouraging the interests and special aptitudes of patients; encouraging patients to help themselves within their own capabilities in performing activities of daily living; knowledge and application of the principles of prevention of deformities, the normal range of motion ,body mechanics and body alignment
- Promotes cooperative effort among personnel by understanding the functions of other persons involved in patient care and by active participation in team and staff conference when appropriate
- Administers medications and treatments that are assigned and listed on the plan of care, and records with accuracy and completeness
- Maintains exam rooms as necessary for patient care and safety

- Participates in staff Inservice programs
- Maintains a continuing knowledge of competencies related to the nursing profession and participates in continuing education such as educational programs, conference, workshops and professional organizations
- Practices safe work habits in compliance with safety rules and regulations
- Utilizes clinic resources appropriately and adheres to all guidelines, policies, and procedures
- Adheres too, and upholds HIPAA regulations, requirements, and trainings
- Additional responsibilities may be assigned as appropriate, this summary is not considered to encompass all responsibilities

Physical Demands

- Stand for long periods of time
- Frequently required to walk; use hands to finger, handle, or feel; and reach forward with hands and arms
- Fine motor skills
- Visual acuity

Qualifications

- Completed CNA Certificate Program
- Certified/licensed to practice as a CNA with active certification/licensure in the state of North Dakota
- Current Basic Life Support (BLS) certification preferred
- Previous CNA experience preferred
- Valid driver's license with acceptable motor vehicle record
- Ability to demonstrate excellent observation, problem solving, verbal and written communication skills
- Ability to utilize computer systems, software's, phone systems and other standard office equipment
- Must be detailed oriented and demonstrate strong organizational and interpersonal skills
- Excellent bedside manner
- Demonstrate awareness, sensitivity, and appreciation of Native American culture, traditions, customs and needs
- Ability to successfully pass all pre-employment requirements including a drug/alcohol test and background investigation

Application Details

If you are interested in being considered for employment with the Trenton Indian Service Area, please print and complete our employment application.

Applications should be emailed to Lacey Hippe, HR Director at lacey.hippe@mytisa.org.