



Eastern Band of Cherokee Indians

Job Description

Position ID Number:	850-1900-001 850-1900-002 850-1900-003 850-1900-004 850-1900-005 850-1900-006 850-1900-007 850-1900-008 850-1900-009 850-1900-010 850-1900-011 850-1900-012 850-1900-013 850-1900-014 850-1900-015 850-1900-016 850-1900-017 850-1900-018 850-1900-019 850-1900-020 850-1900-021 850-1900-022 850-1900-023 850-1900-024 850-1900-025 850-1900-026 850-1900-027 850-1900-028 850-1900-029 850-1900-030 850-1900-031 850-1900-032 850-1900-033 850-1900-034	Last Revised: 06/14/2013
Part Time		
Position Title:	Certified Nursing Asst. (CNA)	
Reports to:	Nursing Supervisor	
Department:	Tsali Care Center	
Division:	Health & Medical	

Primary Function: Provides personal care and performs routine tasks for facility residents of the Tsali Care Center as assigned by supervisor, and all related duties of Certified Nursing Assistants as certified by the State of North Carolina.

Job Duties and Responsibilities:

- Implements the ordered plan of care for residents in the assigned caseload and schedule.
- Is required to work on weekends and holidays on a rotating basis.
- Takes vital signs as specified in CNA Plan of Care, understands normal parameters and reports results outside of normal parameters to residents' primary RN or PCS supervisor immediately if indicated and otherwise within the working day.
- Organizes daily schedule to make good use of time and care of residents.
- Demonstrates safe practices by using proper body mechanics, following policies for sharp/dangerous material handling and disposal, reporting and/or acting to correct unsafe or costly conditions.
- Cleans and restocks CNA supplies daily and as needed to maintain current and complete nursing assistant supplies.
- Maintains current CPR certification, TB test, driver's license, and CNA certification without lapse and provides copies to supervisor.
- Attends all mandatory agency in-service/education programs as scheduled during the evaluation period.
- Attends at least 12 hours/year of work-related educational programs.
- Participates in QA and Performance Improvements projects as assigned.
- Participates in at least two work-related self-development or team activities per year (i.e. volunteering for committee assignments, community activities, etc.).
- Attends monthly staff meetings and scheduled case conferences involving assigned residents, unless excused by PCS Supervisor. Documents the reading of minutes when unable to attend staff meetings.
- Performs other duties assigned by supervisor to promote efficient operation of the facility.

Education /Experience:

A high school diploma or GED is required. Must already be a Certified Nursing Assistant or have previous medical experience with the willingness to obtain CNA certification within 4 months after being hired to qualify for this position. Three to six months would be necessary to become

proficient in most phases of this position. Experience providing care to ill or elderly would be helpful. Must possess sufficient and legible written and verbal skills in order to communicate with residents and health care providers.

- Job Knowledge:** Must have thorough knowledge of the policies, procedures, and guidelines of the EBCI Health Delivery, standard CNA practices, applicable OSHA mandates, and related regulatory controls. Requires the ability to perform various CNA skills using assigned clinical equipment. Must have basic clerical skills, including the ability to maintain records, files, and logs. Must be able to collate data and prepare reports as required. Must maintain specified certifications and a North Carolina driver's license. Must have good communication skills, both written and verbal. Must have an understanding of the EBCI culture, life styles, and risk factors.
- Complexity of Duties:** Must adhere to all tribal confidentiality policies and procedures. An above average degree of discretion is required while handling resident and related medical information.
- Contact with Others:** Has frequent contact with coworkers, other health professionals, residents and their families; where tact, courtesy, and diplomacy are required to maintain positive relationships. Requires good communication skills, both written and oral. Requires sensitivity to others while dealing with residents and their families who may be under stress while dealing with issues of disease and poor health. Purpose of contacts is to exchange information, gain assistance, and dispense data.
- Mental /Visual /Physical Effort:** Job duties can be mentally /emotionally stressful at times. Close mental concentration and attention to detail are required for most nursing assistant duties that can be for short or extended periods of time. Physical activities require the ability to walk, sit, reach, extensive bending and heavy lifting while assisting residents to walk or turn, and when transferring residents. Must have visual acuity, manual dexterity, and the ability to speak and hear.
- Environment:** Works in office and hospital environment and is exposed to biohazard, disease, etc.; which requires strict adherence to OSHA guidelines and protocol for maintaining sterile conditions and aseptic technique.
- Responsibility for Accuracy:** Requires a high degree of accuracy in reporting health abnormalities to the residents' primary RN, and in the documentation of services provided. Undetected errors could have minimal or life threatening results. Government regulations, compliance with grants, and third party payers require the submitting of accurate patient information to allow for appropriate reimbursement for residents. The submission of false or inaccurate information would place the facility at risk for fraudulent claims, resulting in loss of facility certification, and the nursing assistant's certification would be in jeopardy. Review of work following established procedures, protocol and quality audits would prevent most errors.
- Resourcefulness & Initiative:** Must demonstrate good observation skills with sufficient knowledge to recognize health abnormalities and report them to the patient's primary RN. Requires good organizational skills in order to follow a schedule and calendar of visits for resident care, assemble needed supplies, prioritizing resident needs, and planning visits to make good use of time.