



# Eastern Band of Cherokee Indians

## Job Description

<b>Position ID Number:</b>	925619001 925619002 925619003 925619004 925619005 925619006 925619007 925619008 925619009	<b>Last Revised:</b>	02/26/2018
<b>Position Title:</b>	Certified Nursing Assistant (C N A)	<b>Department:</b>	Tribal In-Home Care Services
<b>Reports to:</b>	RN Supervisor - TIHCS	<b>Division:</b>	PHHS

**Primary Function:** Provides in-home personal care and routine tasks for eligible patients residing on EBCI trust lands. All in-home tasks are assigned by the supervisor to the aide in accordance with physician orders for skilled home health care, respite care, CAP services and chore services. All related duties for the CNA are in compliance with NC DHHS standards of practice.

**Job Duties and Responsibilities:**

- Interact with internal and external customers / clients in a polite and professional manner.
- Implements the ordered plan of care for patients as assigned by the Aide Services RN Supervisor. Is expected to make 25-30 in-home aide visits a week; less is required if patients are approved for longer periods of in-home care to meet individualized patient need.
- Monitors vital signs as specified by the plan of care, understands normal parameters and identifies when results outside of the normal parameters are to be reported to the RN or RN Supervisor.
- Requires excellent time management skills. Completes flow sheets daily. Completes daily visit record and mileage daily. Submits accurate documentation as instructed by the RN Supervisor.
- Has a general understanding of sound documentation practice.
- Demonstrates safe practices by using proper body mechanics, following policies for sharp/dangerous material handling and disposal, and reporting and/or acting to correct unsafe conditions.
- Cleans equipment after use. Cleans CNA bag and all supplies at least monthly, evaluating equipment to ensure that it remains in good working order. Responsible for restocking CNA bag as needed per supply process.
- Attends all mandatory agency in-services. Completes monthly aide services newsletter as assigned by Supervisor. Completes at least 12 hours of work related education per year.

- Maintains healthcare provider CPR certification, and CNA certification without lapse. Maintain proof of automobile liability insurance, providing a copy to supervisor/QI coordinator at each renewal.
- Participates in PI committee and projects as assigned.
- Assists in the office with filing, copying, answering phones, and special projects as schedule permits and instructed by supervisor or administrator. May be detailed to assist in other PHHS programs during down time.
- Requires the ability to organize work, deal effectively with the public and fellow staff members, communicate effectively both verbally and in writing, follow instructions, and work as a member of a team as well as independently.
- May be required to takes breaks and lunch time in the patient home pending the needs of the patient and caregiver, following industry standards of home care.
- Performs other duties as assigned by supervisor to promote efficient operation of all in-home care programs.
- Expected to obtain continuing education both through in-service training and self-propelled training modules both in- house and on location.
- Perform job duties according to established safety guideline and tribal policies.
- Perform other duties as assigned.
- In the event of a public health emergency, employee may be reassigned to a duty station to ensure safety and treatment are delivered to the public as quickly as possible.
- Comes to work as scheduled and consistently demonstrates dependability and punctuality.
- Must maintain a valid NC driver's license and reliable vehicle with liability insurance without lapse. Must be willing to drive in inclement weather (within safety limitations).

**Education  
/Experience:**

- High School Diploma or GED.
- Valid NC driver's license.
- NC Certified Nursing Assistant Certification, listed in good standing with all state and federal agencies. Must not have any substantiated history of abuse, neglect, misappropriation or violation of patient's rights. In-home or long term healthcare experience preferred. Three to six months would be necessary to become proficient in most phases of this position.

**Job Knowledge:**

Must have a thorough knowledge of programs offered, policies and procedures of PHHS

and Tribal In-Home Care Service Programs. Requires the ability to perform various C N A skills. Must have basic clerical skills. Cultural competence and sensitivity is required.

**Complexity of Duties:**

Ingenuity and judgment are required to review facts, plan work, deal with facts that are not easily evaluated, interpret results, draw conclusions and take or recommend action. Must consider patients' needs within compliance with government regulations. Requires a high degree of accuracy in reporting health abnormalities/concerns to the patient's nurse case manager when communicating with patients and caregivers via phone or in person at the office.

**Contact with Others:**

Interacts frequently with coworkers, hospital staff, patients, and other health professionals for the purpose of exchanging information, obtaining, or providing assistance. Tact, courtesy, and professional conduct are required to maintain positive working relationships. Utmost sensitivity and confidentiality is required when dealing with patients and families. Requires sensitivity to others while dealing with patients and their families who may be under stress while dealing with issues of disease and poor health.

**Confidential Data:**

All data is confidential and strict adherence to all applicable tribal confidentiality policies, procedures and guidelines is required, including but not limited to ACHC Standards of Home Care, HIPPA, Code of Conduct, and any applicable industry standards. Improper handling of confidential information could result in damage to patient relations, professional reputation, and credibility of the program. Has access to all patient files, and individual health record information, which are confidential and privileged.

**Mental /Visual /Physical Effort:**

Duties can be mentally/emotionally stressful at times. Close attention to detail and mental concentration are required while performing duties. Is subject to frequent interruptions requiring varied responses, which can cause distractions. Physical effort required to perform the job includes sitting, standing, walking, reaching with arms, bending, manual dexterity, visual acuity, and the ability to speak and hear. Requires the analytical ability to evaluate theoretical as well as practical applications. Requires the ability to think abstractly. Must have strong problem solving skills. Must have visual acuity, manual dexterity and the ability to speak and hear. Must have a completed fit for duty form noting ability to perform job functions.

- Must be able to lift 25 pounds and carry 5 pounds on a repetitive basis.

**Environment:**

Works in both office and clinical environments, including patient homes, hospital and outpatient clinics. Potential exposure to contagious disease and infection. Must adhere to OSHA standard precautions to maintain a safe work environment. May be required to work holidays, weekends, or other times when administrative leave is granted in order to ensure optimal patient care.