



# Eastern Band of Cherokee Indians

## CERTIFIED NURSING ASSISTANT

### *Position Description*

<b>Program:</b>	Tribal In Home Care Services	<b>Reports to:</b>	Supervisor - RN Tribal In-Home Care Services
<b>Division:</b>	Public Health & Human Services	<b>Position Number:</b>	925619001; 925619003; 925619004; 925619005; 925619006; 925619009; 925619011
<b>Classification:</b>	Non - Exempt	<b>Revision Date:</b>	10/01/2022
<b>Pay Level:</b>	9	<b>Safety Sensitive:</b>	No
<b>PERFORMANCE EXPECTATIONS</b>			

In performance of their respective tasks and duties all employees of the Eastern Band of Cherokee Indians (EBCI) are expected to conform to the following:

- Uphold all principles of confidentiality to the fullest extent.
- Adhere to all professional and ethical behavior standards of the Tribal Government.
- Interact in an honest, trustworthy, and respectful manner with employees, Tribal members, visitors, and vendors.
- Participate in departmental staff meetings, quality management activities and educational programs.
- Embody respect and understanding of EBCI traditions and values.
- Display willingness, initiative, and teamwork, to perform other duties as requested.

### **POSITION PURPOSE**

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 Certified Nursing Assistant (CNA) are in compliance with NC DHHS and NCBON standards of practice.

### **ESSENTIAL DUTIES, FUNCTIONS, & RESPONSIBILITIES**

- 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 continuing education as assigned by Supervisor. Completes at least 12 hours of work related education per year.
- 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.

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- Promotes efficient operation of all in-home care programs by completing all assigned tasks.
- 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.
- 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.
- May be required to remain at work or report to work during times when admin leave is granted in order to meet the needs of patient's and program operations

### Scope of Supervision:

This position is supervised by program leadership. This position is not responsible for supervising others.

### MINIMUM MANDATORY QUALIFICATIONS

#### Experience:

**Education:** High School Diploma or GED Equivalent required.

**Licenses & Certifications:** Valid, insurable NC Driver's License required. CPR/First Aid and NC CNA certification required, with no prior substantiated history of abuse, neglect, misappropriation or violation of patient rights.

### KNOWLEDGE, SKILLS, & ABILITIES

#### Key Job Knowledge:

- Must have thorough knowledge of programs offered, policies and procedures of PHHS and Tribal In Home Care Service Programs.
- Requires the ability to perform various CNA skills.
- Must have basic clerical skills.
- Cultural competence and sensitivity is required.
- Must maintain current CNA and CPR/First Aid Certifications, as well as provide proof of current automobile liability insurance, all without lapse.
- Three (3) to six (6) months are required to become proficient in most phases of the job.

#### Safety/Accuracy Focus:

A high degree of accuracy is required in nursing and patient education and case management. Patients lost to follow up for abnormal results in case management could have minimal or life threatening results. Review of work following established procedures and protocol and quality audits would prevent most errors.

#### Key Relationships:

Interact with internal and external customers/clients in a polite and professional manner. 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.

#### Resourcefulness & Initiative:

Follows well defined Tribal procedures and guidelines. Initiative is required to maintain accuracy, establish work priorities, and meet scheduled timeframes.

#### Discretion – Confidential Data:

Access to confidential and proprietary data and information which is not known by the public may occur during employment. Exercise excellent professional discretion regarding confidential and proprietary data and information, never disclosing or misusing such information. All data is confidential and strict adherence to all applicable Tribal confidentiality policies,

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procedures and guidelines is required, including but not limited to ACHC Standards of Home Care, HIPAA, 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. Breach of confidentiality may result in criminal charges.

### Complexity of Duties:

This position includes completing tasks of varying complexity levels. 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.

### PREFERRED QUALIFICATIONS

In-home or long-term healthcare experience preferred.

### WORK ENVIRONMENT

**Work 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. May drive in inclement weather, within safety limitations.

**Mental/Visual/  
Physical Effort:** Must be able to lift 25 pounds and carry 5 pounds on a repetitive basis. 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.

### OTHER

**Confidentiality:** All employees must uphold all principles of confidentiality to the fullest extent. Sensitive information must be kept secure; a breach of these principles may be grounds for disciplinary action, up to and including immediate termination.

**Background Investigation:** All employees are required to complete a background investigation. Results of the background investigation will be evaluated against the requirements of the position, and as applicable to federal and state requirements. Candidates must be able to successfully pass all required background checks for data sensitive positions and for those positions subject to a 101-630 background check to ensure compliance with Public Law 101-630 "Indian Child Protection and Family Violence Prevention Act."

**Drug Screening:** All applicants must successfully pass a preemployment drug screening prior to beginning employment. Random drug testing will be carried out based upon position requirements.

**Disclaimer:** *The information on this position description has been designed to indicate the general nature and level of work performance by employees in this position. It is not designed to contain, or be interpreted as, a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this position. Employees will be asked to perform other duties as needed.*

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### ACKNOWLEDGMENT

I have reviewed the content of the **Certified Nursing Assistant** position description and have been provided a copy of such position description. I certify that I am able to perform the essential functions of this position as outlined in this description.

\_\_\_\_\_  
*Employee (printed name)*

\_\_\_\_\_  
*Employee (signature)*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Supervisor (printed name)*

\_\_\_\_\_  
*Supervisor (signature)*

\_\_\_\_\_  
*Date*