



# Eastern Band of Cherokee Indians

## CERTIFIED NURSING ASSISTANT

### *Position Description*

<b>Program:</b>	Tsalagi Public Health	<b>Reports to:</b>	Manager - Tsalagi Public Health
<b>Division:</b>	Public Health & Human Services	<b>Position Number:</b>	922219001
<b>Classification:</b>	Non - Exempt	<b>Revision Date:</b>	10/01/2022
<b>Pay Level:</b>	9	<b>Safety Sensitive:</b>	No

### PERFORMANCE EXPECTATIONS

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

The primary function is to provide the duties of a Certified Nursing Assistant (CNA) as defined by the North Carolina Nurse Aide Registry. These duties include health care, health promotion, injury prevention, home visiting and outreach services to the members of the Eastern Band of Cherokee Indians. Must be willing to work during a Public Health Emergency.

### ESSENTIAL DUTIES, FUNCTIONS, & RESPONSIBILITIES

- Serve as a Certified Nursing Assistant. .
- Assist in emergency response efforts as needed and within scope.
- Serve as a liaison between individuals and health care services where cultural or language barriers exist.
- Make home visits to provide education, injury prevention, monitor communicable disease, check on missed appointments, or pending lab work and other outreach. Assist with the development, implementation and delivery of Health promotion, injury prevention and Communicable disease control activities and presentations.
- Provide education and issue car seats.
- Assist families in filling out paper work and making appointments for services with other agencies.
- Answer phone, make appointments, make copies, deliver messages or any other clerical duties.
- Implement Infection Control practices, and follow procedures for handling of biohazard materials. Document encounters in EHR.
- Adhere to all policies and Code of Ethics of the Tribe and the PHHS division.
- Must meet Public Health Core Competency Domains as represented by the Public Health Foundation, as determined by the manager within 12 months of employment

### Scope of Supervision:

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

### MINIMUM MANDATORY QUALIFICATIONS

**Experience:** One (1) year of related experience preferred.

**Education:** High School Diploma or GED Equivalent required. Must be a Certified Nursing Assistant as defined by the North Carolina Nurse Aide Registry.

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**Licenses & Certifications:** Valid, insurable NC Driver's License required. Become a certified carseat technician within 1 year of hire.

### KNOWLEDGE, SKILLS, & ABILITIES

#### Key Job Knowledge:

- Must have a thorough understanding and experience in all of the duties of a Nursing Assistant.
- Must have a thorough knowledge of the policies, procedures and guidelines of EBCI and the Health and Human Services Division.
- Must have basic computer skills and be able to manipulate the EHR.
- Must be able to keep accurate records and turn them in in a timely manner.
- Must have good communication skills both written and oral.
- Must complete required continuing education and maintain certification as a Certified Nursing Assistant.

#### Safety/Accuracy Focus:

It is important that all patient data be accurate and entered in a timely manner. Reports of all activities must be accurately maintained. It is important that the CNA be accountable as this position is based out of the office and in the field and working independently. It is important that the information distributed to the EBCI Community be accurate and current.

#### Key Relationships:

Interact with internal and external customers/clients in a polite and professional manner. Has frequent contact with patients and day to day contact with staff. Courtesy, tact and diplomacy are required to maintain positive relationships. Needs to be able to communicate with patients and staff. Must be sensitive to the needs of all patients and their families. Must be compassionate and non-judgmental.

#### 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 information obtained in this clinic or in the home is confidential and must be protected under HIPAA. All policies of the EBCI regarding HIPAA must be adhered to.

#### Complexity of Duties:

This position includes completing tasks of varying complexity levels. Duties are complex. Requires person to be able to multitask and serve clients in a group setting as well as the home environment. Must be able to set priorities and organize work load. Must be able to take instructions from more than one person across the spectrum of Public Health Services.

### PREFERRED QUALIFICATIONS

One (1) year related experience.

### WORK ENVIRONMENT

**Work Environment:** Work in the office, community and in the homes. May be exposed to biohazard products, infectious disease, dirty houses and other work related hazards.

**Mental/Visual/Physical Effort:** Must be able to lift 25 pounds and carry 5 pounds on a repetitive basis. Job duties can be mentally/emotionally stressful at times. Physical activities require the ability to walk, sit, reach, bend and lift while assisting patients to walk or to turn and when transferring patients. Must have visual acuity, manual dexterity, and the ability to speak and hear.

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### 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.

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*Employee (printed name)*

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*Employee (signature)*

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*Date*

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*Supervisor (printed name)*

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*Supervisor (signature)*

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*Date*