



## Elbowoods Memorial Health Center

1058 College Drive  
New Town, ND 58763-4400  
(701) 627-4750  
Fax Number: (701) 627-2809

EXEMPT \_\_\_\_\_  
NON-EXEMPT   X  

### POSITION DESCRIPTION

**POSITION:** Certified Nurse Aide (CNA)  
**RESPONSIBLE TO:** Director of Nursing (DON)  
**SALARY:** Starting salary will be determined by funding, experience, and training level.  
**CLASSIFICATION:** Non-Management, Regular, Full-time  
**LOCATION:** Elbowoods Memorial Health Center  
1058 College Drive  
New Town, ND 58763-0400

**POSITION SUMMARY:** (position includes but is not limited to the following):

1. Provides quality care nursing under the supervision of a licensed nurse.
2. Performs various tasks including vital signs, weights, applying creams/ointments, collecting specimens, as well as lifting, moving, and transporting patients, using proper body mechanics or lifting devices for accident preventions.
3. Assists licensed staff with patient care, scheduling examinations, and performing miscellaneous reception and office duties in connection with charting, referrals, appointments, and assuring that supply stocks are adequate.
4. Communicates and interacts effectively and tactfully with the patients, visitors, family's peers, coworkers and supervisors to assure stable operations
5. Cooperates and works together with all co-workers, planning and completing job duties with minimal supervisory direction, utilizing appropriate judgement.
6. Coordinate timely flow of patient care in the clinic.
7. Recognizes, respects, and promotes the integration of traditional native values and customs into daily care and routines of the patients.

8. Responsible for keeping records documenting care provided or other information in keeping with department policies while performing all job responsibilities.
9. Puts into practice prescribed safety and infection control procedures including thorough hand washing, use of disposable gloves where indicated, and proper disposal of soiled materials.
10. Responsible for following universal precautions and safe work practices, established fire/safety/disaster plans, risk management, and security, report and/or correct unsafe working conditions, equipment repair and maintenance needs.
11. Compliant with current law and policy to provide a work environment free from sexual harassment and all illegal and discriminatory behavior.
12. Completes requirements for in-service training, acceptable attendance, dress codes including personal hygiene, and other work duties as assigned.
13. Clean and disinfect wheelchairs, pressure reducing cushions, humidifiers and any other personal resident equipment on a weekly basis per schedule.
14. Maintain or insure cleanliness of exam rooms and work areas.
15. Represents EMHC in a highly professional matter,
16. Represents TAT Health Care Centers in a highly professional manner.
17. Demonstrates respect and understanding of confidentiality for patients, staff and others according to policy and HIPAA regulation.
18. Maintain required reporting as assigned.
19. Actively strives to educate the community on the mission, vision and values of EMHC in a positive approach to assist in the growth of the organization and assist our community in its healthcare needs.
20. Adheres to the Mission, Vision, and Values of the Elbowoods Memorial Health Centers.

*NOTE: The duties listed are not intended to be all-inclusive. Duties assigned any individual employee are at the discretion of the appointing authority.*

#### **QUALIFICATIONS AND EDUCATION:**

1. High School Diploma / GED, **REQUIRED**.
2. Hold current Certified Nurse Aide Certificate and have graduated from an accredited CNA course. **PREFERRED**.
3. Must obtain and maintain CPR certification. **PREFERRED**
4. Excellent communication skills necessary, **REQUIRED**.