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.
CLASSIFCATION:	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**.

5. Attention to detail necessary, **REQUIRED**.
6. Computer literate and basic proficiency with Microsoft Office Suite (spreadsheet, presentation, word processing, email, and database software), **REQUIRED**.
7. Medical Terminology, **REQUIRED**.
8. Ability to occasionally lift or carry objects up to 50 pounds, **REQUIRED**.
9. Maintain hard copy and electronic filing system, REQUIRED.
10. Knowledge of principles and practices of organization, planning, records management, and general administration.
11. Operate standard office equipment.
12. Familiarity with American Plains Indian culture, values, and traditions.
13. Must be responsible, dependable, and able to maintain confidentiality of information.
14. Must submit to clear Criminal Records Background Check.
15. Must submit to an Alcohol/Drug Screen and random testing as per policy.
16. Indian Preference will apply. *Must submit documentation with application to qualify for Indian Preference.*
17. Veterans Preference will apply. *Must submit documentation with application to qualify for Indian Preference.*

PHYSICAL DEMANDS/WORK CONDITIONS

The work requires regular and recurrent standing to perform tasks, walking between the different sections of the facilities, and reaching and bending to obtain supplies and operate systems.

WORKING CONDITIONS:

- Work requires standing, stooping, bending, kneeling, climbing, and working in tiring and uncomfortable positions. Frequently involves lifting and carrying parts and equipment that weigh up to and may exceed forty pounds. Work is sometimes performed on ladders or scaffolds. Work is performed inside and outside in all kinds of weather and is usually dirty, dusty and greasy. Extensive walking is required since interaction between all disciplines within the healthcare operations and management is required.
- Travel may be required to accomplish facility goals.
- Work is performed in an oenvironment with varying conditions of noise level, temperature, and illumination.
- Occasionally lifts up to 50 pounds of material.
- Requires eye-hand coordination and manual dexterity sufficient to operate keyboard, computer and other office equipment.
- Work situations may be stressful and require irregular hours.

- Potential exposure to blood and other hazardous material, communicable diseases, and other conditions common in a health care environment.

ACKNOWLEDGEMENT

This job description is intended to provide an overview of the requirements of the position. It is not necessarily inclusive, and the job may require other essential and/or non-essential functions, tasks, duties, or responsibilities not listed herein. Management reserves the sole right to add, modify, or exclude any essential or non-essential requirement at any time with or without notice. Nothing in this job description, or by the completion of any requirement of the job by the employee, is intended to create a contract of employment of any type.

IT IS THE RESPONSIBILITY OF THE APPLICANT TO PROVIDE SUFFICIENT INFORMATION TO PROVE QUALIFICATIONS FOR THREE AFFILIATED TRIBES HEALTH CARE CENTER POSITIONS.

APPLICATION PROCEDURE

Submit a Three Affiliated Tribes; ***Application for employment*** with all requirements and supporting documentation to:

Three Affiliated Tribes Human Resource Department
404 Frontage Road
New Town, ND 57863

Please Note: If requirements are not met, i.e. submissions of a resume in lieu of a Three Affiliated Tribes Health Care Center application, or not including a required certification or document, your application will not be reviewed and will be disqualified.

Indian Preference Will Apply: In accordance with Three Affiliated Tribes Health Care Center policy, priority in selection will be given to qualified applicants who provide proof of eligibility for "Indian Preference".

Veterans Preference Will Apply: In accordance with Three Affiliated Tribes Health Care Center policy, priority in selection will be given to qualified applicants who provide proof of eligibility for "Veteran Preference".

Applications will not be returned.