

JOB TITLE – CERTIFIED NURSING ASSISTANT

HOURS M-F: 8:00 AM - 5:00 PM

SUPERVISOR: Director of Nursing

SALARY Commensurate with Experience

FULL TIME POSITION

POSITION DUTIES/RESPONSIBILITIES: obtain patient's vital signs, recording them in medical record.

Assist provider with general medical procedures, e.g. examinations, pap smears, etc. Complete paperwork for ordered diagnostic x-rays, lab and other tests. Clean exam rooms. Maintain supplies in exam rooms. Comply with all regulations related to confidentiality of patient information. Obtain hospital records for patients' in-house medical records. Document non-physician appointments (tests, labs) in medical record. Prepare instruments for sterilization. Assist with equipment maintenance and repair. In conjunction with provider orders, sponge infants with elevated temperatures. In conjunction with provider orders, translate oral and written materials educating patients (disease processes, intervention and treatment implementation). In conjunction with physician orders, perform diagnostic tests for patients, including EKGs, spirometry, vision and hearing screening and throat culturing, bladder scans and NST's. In conjunction with provider orders, perform treatments/procedures including nebulization, ear lavage and dressing changes except open wounds. Assist provider in minor surgery, cast application, colposcopy and cervical biopsy, LEEP and EMB procedures. Other duties as assigned by supervisor.

REQUIRED EDUCATION, TECHNICAL TRAINING OR EQUIVALENT: High School Diploma or equivalent. Successful completion of accredited certification course. CPR certification preferred

REQUIRED EXPERIENCE OR SKILLS: Computer literacy, strong customer service skills, Bilingual in English/Spanish preferred

TO APPLY: Please visit our website at www.wacofamilymedicine.org and fill out an online application located under Careers.