



## JOB DESCRIPTION CERTIFIED NURSING ASSISTANT

**REPORTS TO:** Director or Associate Director of Nursing

**EDUCATION & EXPERIENCE:** High School Diploma or equivalent. Successful completion of accredited certification course. CPR Certification

**SKILLS:** Computer literacy, strong customer service skills, Bilingual in English/ Spanish preferred

### **PRIMARY DUTIES:**

- Assist, develop, implement and control programs in a manner that ensures cost effectiveness, market competitiveness and internal equity among employees.
- Assisting with workers' compensation and unemployment.
- Assist the HR director in the daily administration of other HR services as directed or assigned, including recruitment and selection, promotions, transfers, job classification, performance evaluation, and employee relations in accordance with quality management principles and overall objectives of the organization.
- Develop, prepare, generate and analyze ongoing and ad-hoc special reports pertaining to employee personnel information and data, including issues such as staffing levels, turnover, absenteeism, recruitment, applicant tracking, compensation, promotions, etc.
- Effectively utilize HR data system to obtain, store and analyze pertinent data and information.
- Maintain and expand knowledge and understanding of existing and proposed federal and state laws/regulations affecting human resource management. Identify trends that could affect organizational objectives and/or operational resources and interpret appropriate laws and policies and advise management and employees accordingly.

### **OTHER DUTIES:**

- Assist with equipment maintenance and repair
- In conjunction with clinician orders, translate oral and written materials educating patients (disease processes, intervention and treatment implementation)
- In conjunction with clinician orders, perform diagnostic test for patients, including EKGs, spirometry, vision and hearing screening and throat cultures, bladder scans and NSTs
- In conjunction with clinician orders, perform treatments/procedures including nebulization, ear lavage and dressing changes, except open wounds
- Assist clinician in minor surgery, cast application, colposcopy, and cervical biopsy and EMB procedures
- Other duties as assigned by supervisor

### **PHYSICAL AND MENTAL REQUIREMENTS:**

- Visual and auditory accuracy
- Shift length - 8 hours
- Indoor setting
- Frequent use of computer
- Extensive standing and walking
- Frequent squatting, bending, kneeling, reaching, twisting, climbing
- Occasional sitting
- Frequent phone usage
- Continuous conversational communication
- Continuous repetitive grasping and manipulation of both hands
- Occasionally working in confined, noisy areas
- Occasionally lifting and carrying up to 50lbs
- Occasionally pushing, pulling and positioning patients up to 200lbs
- Occasionally pushing, pulling and positioning (with assistance) patients over 200lbs
- Occasional exposure to electrical, chemical, gaseous and dusty conditions
- Occasional exposure to patients with communicable diseases
- Understand/carry out simple/detailed, oral/written instructions
- Memorize and retain instructions
- Read and interpret detailed specifications
- Able to respond quickly and calmly in medical emergencies

**REVIEWED WITH EMPLOYEE:**

\_\_\_\_\_  
Employee

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Supervisor

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Date

1/31/2023