



CASCADE COUNTY

Job Vacancy Announcement

Submit all application materials to:
Cascade County Human Resources Department
325 2nd Ave N #108
Great Falls, MT 59401

Applications available at the Cascade County Human Resources Dept., www.cascadecountymt.gov or Job Service.

Position: **Certified Nursing Assistant**
Schedule: **Full-time with Benefits**
Department: **City-County Health Department**

Salary: **\$15.00 - \$17.00 per hour DOE**
Closing Date: **Open Until Filled**
Department Administrator: **Abigail Hill**

At a minimum, all qualified applicants must have:

Education/Experience/Training:

- State Certified Nurse Aid.
- Course work and/or experience in community health nursing is preferred.
- At least one (1) year's experience as a nursing assistant is preferred.

Certifications:

- Valid certification as a Certified Nurse Aid.
- Valid driver's license issued by the State of Montana.
- Cardiopulmonary Resuscitation (CPR).

NOTICE: AS A HEALTH CARE FACILITY PURSUANT TO MCA § 50-5-101, THE CITY COUNTY HEALTH DEPARTMENT IMPLEMENTS REASONABLE ACCOMODATION MEASURES TO PROTECT THE SAFETY AND HEALTH OF EMPLOYEES, PATIENTS, VISITORS, AND OTHER PERSONS FROM COMMUNICABLE DISEASES. EMPLOYEES WHO DO NOT MEET AN EXEMPTION, WILL BE REQUIRED TO HAVE CERTAIN VACCINATIONS AND IMMUNIZATIONS OR WEAR A MASK.

JOB SUMMARY

The Certified Nursing Assistant (CNA) performs CNA procedures and activities under the direction of the licensed nurse supervisor at the City County Health Department's (CCHD). The duties and responsibilities of the CNA position include, recording patient's vital signs, collecting patient data, reviewing patient charts for immunizations and health maintenance items, administering polymerase chain reaction (PCR), preparing accurate records and reports into electronic health records, cleaning rooms between patient visits and stocking necessary supplies. The CNA follows and strictly adheres to the Blood-borne Pathogen Exposure Control Plan and the CCHD, Health Insurance Portability and Accountability Act (HIPAA), Cascade County (County), state and federal privacy and security laws, rules, policies, guidelines and practices and performs other duties as required or assigned.

ESSENTIAL JOB DUTIES AND RESPONSIBILITIES

Performs basic certified nursing assistant procedures under the direction of the licensed nurse supervisor; Collects data and prepares accurate records and reports into electronic health record; Reviews patient charts for immunizations and health maintenance items that are due and required wellness and chronic care management; Records vital signs, including height, weight, blood pressure, pulse, temperature, respiration rate, pain score and fall history and Blood sugar checks and Hemoglobin A1c when due; Adheres to Blood-borne Pathogen Exposure Control Plan; Cleans rooms in between patients; Stocks rooms with supplies weekly; Check for outdated/expired supplies and getting them replaced/ordered; Administers PCR tests as trained and cleared to perform; Maintains effective, professional and positive communication and interaction with other County departments, other County employees, community agencies/partners and the general public; Works with individuals with diverse and varied social economic and cultural backgrounds in an empathic, non-judgmental, respectful and professional manner; Actively seeks and utilizes the most current program specific information; Stays current and up-to-date on CNA training and facility policies and procedures; Works with individuals of varying and diverse backgrounds in a professional, respectful and courteous manner; Adheres to HIPAA, County, state and federal privacy and security laws, rules, policies, guidelines and practices; Follows and adheres to all CCHD and County policies, procedures, standards and guidelines; Performs other related duties as required or assigned.

Knowledge and understanding of:

Teaching and learning principles; Current nursing procedures and techniques; Applicable public health laws; Knowledge of infection control; Use of basic nursing aid skills; Program-related public health principles and practices; Community health nursing/community resources; HIPAA, County, state and federal privacy and security laws, rules, policies, guidelines and practices; Microsoft Excel, Word, Outlook, Windows, Internet, electronic medical record systems; CCHD/County rules, procedures and functions; CCHD/County safety rules, procedures and practices.

Skills in:

Effective and professional interpersonal communication; Efficient organization, time management, planning and accuracy; Effective and professional customer service; Establishing professional and effective working relationships with other County departments, employees, community partners/agencies and the general public;

Working with individuals with diverse social economic and cultural backgrounds in an empathic, non-judgmental, respectful and professional manner.

Ability to:

Practice good public relations and customer service and display sound judgment and decision-making skills within established policies and procedures; Make independent decisions, accept responsibility and be self-motivated; Engage in effective organization and time management, multi-task and maintain concentration during frequent interruptions and meet challenges with resourcefulness through original thinking and creativity; Accurately record and log time and activities and demonstrate a high attention to details; Follow procedures of universal precautions; Provide and demonstrate good nurse aide judgment; Work effectively with students; Communicate professionally and effectively, orally and in writing; Understand and follow oral and/or written policies, procedures and instructions; Proficiently operate a computer and achieve knowledge of additional computer applications as needed to complete required job duties; Use computer to enter data and documentation; Establish and maintain professional and effective working relationships with fellow employees, supervisors and the general public; Work with patients with varied and diverse backgrounds in an empathic, non-judgmental, respectful and professional manner; Adhere to a high degree of confidentiality and sensitivity towards the families involved; Adhere to, comply with and enforce HIPAA, County, state and federal privacy and security laws, rules, policies, guidelines and practices; Communicate information in a professional, effective and courteous manner; Read, review, analyze, compile, comprehend information and materials; Comprehend and follow verbal and written instructions; Coordinate, analyze and utilize a variety of reports and records; Meet established timelines and/or deadlines; Employ and enforce safety practices and procedures; Meet challenges with resourcefulness through original thinking and creativity; Observe work hours and demonstrate punctuality; Work collaboratively with management, co-workers, multiple agencies and organizations; Adapt to changes in the work environment, delays and/or unexpected events, manage competing demands by changing approach or methods to best fit situation; Respond appropriately to an emergency or crisis situation; Observe established lines of authority; Identify problems that adversely affect the organization and its functions and offer positive suggestions for improvement; Practice interpersonal communication and conflict resolution; Work independently and as a team member with minimal supervision; Organize and prioritize tasks and work environment to maximize efficiency; Perform other related duties as assigned or required.

The successful applicant shall serve a 6-month probationary period and will have a criminal background check conducted. The results thereof may disqualify the applicant from consideration for employment with the county.

This position is covered by and subject to the Collective Bargaining Agreement by and between Cascade County and Federation of the Cascade City County Health Department Local #7772 (MFPE).

Notice to Applicants: Applicants who are claiming Veteran's or Handicap Preference must provide a DD-214 Discharge Document (Part 4) or DPHHS Handicap Certification and Employment Preference Form with their application for employment so Cascade County may apply the preference during the selection process.

Cascade County makes reasonable accommodations for any known disability that may interfere with the applicant's ability to compete in the recruitment and selection process or an employee's ability to perform the essential duties of the job. For Cascade County to consider such arrangements, the applicants must make known any needed accommodations.

CASCADE COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER