

# Winslow Indian Health Care Center

## Job Vacancy Announcement #WDH-22-73

Closing Date: Open until filled

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**POSITION TITLE: Employee Health Nursing Assistant**

**DEPARTMENT: Nursing**

### **Position Summary:**

Under general supervision of the Employee Health Nurse, Employee Health Nursing Assistant provides support to the Employee Health Office and guidance to a high volume of employee walk-ins to include direct hires, contract, Indian Health Service (IHS), Navajo Nation (NN) Emergency Medical Technicians, NN Employees, Pandemic Response Team, Residents, Northland Pioneer College students and temporary employees. Performs duties necessary to facilitate patient flow as prescribed and directed by the Employee Health Nurse. Basic nursing care requiring knowledge and application of standard procedures, instructions and supports the employees. Upholds the principles of WIHCC's Vision, Mission, and Value Statements. Maintains confidentiality of all privileged information at all times.

*This list of duties and responsibilities is illustrative only of the tasks performed by this position and is not all-inclusive.*

### **Essential Duties & Responsibilities:**

- Maintains regular attendance and punctuality.
- Greets employees and provides basic nursing care to employees who have a work-related injury or illness.
- Provides support and guidance to high-volume of employee walk-ins to include direct hire, contract, IHS, NN EMT's, NN Employees, PRT Temps, Residents, NPC students and temporary employees requiring assistance.
- Makes entries on employee charts and records data as required in RPMS and EHR.
- Completes intake documentation on employees with COVID-19 symptoms and/or med-high risk COVID-19 exposures.
- Manages/initiates COVID-19 employee telephone call follow-up and notifies the Employee Health Nurse when further employee evaluation is needed.
- Records document data for COVID-19 vaccine tracing, N-95 FIT testing, and vaccine requirements on a spreadsheet utilizing Microsoft software.
- Escorts employees to various departments within the facility.
- Assists Employee Health Nurse with N-95 FIT testing and issues replacement N-95's cards.
- Obtains Employee immunization records, lab test results, and other documents as required.
- Reports any unusual conditions or emergencies to the Employee Health Nurse or Employee Health Nurse Coordinator.
- Ensures the Employee Health Office is properly cleaned and restocked after employee testing and/or care.
- Performs general maintenance duties after all employee care needs are met, including cleaning, arranging and restocking supply cupboards; cleaning and sorting supplies, and equipment; calling attention to deficiencies in supplies and equipment. These maintenance duties will not supersede employee care or requested tasks.
- Maintains a clean and safe employee environment.
- Monitoring and recording vaccine refrigerator temperatures; ensure refrigerator is not unplugged.
- Provides employee education and provides accurate documentation.
- Performs quality control and provides accurate documentation.
- Monitors and tracks office supply needs. Orders supplies when needed.
- Provides medical interpretation as needed.
- Requires completion of tasks or duties assigned by a supervisor.
- Upholds all principles of confidentiality and patient care to the fullest extent.
- Adheres to all professional and ethical behavior standards of the healthcare industry.
- Adheres to WIHCCs Personnel Policies and Procedures, departmental policies, rules, and regulations.
- Interacts in an honest, trustworthy and dependable manner with patients, employees, visitors, and vendors.
- Possesses cultural awareness and sensitivity.
- Maintains compliance with all Human Resources requirements.
- Performs other duties as assigned.

### **Minimum Qualifications:**

High School Diploma or GED. Certified Nursing Assistant or Medical Assistant. Required one year Nursing Assistant experience. Valid BLS/CPR certification required. Bilingual skills in English and Navajo language preferred. Must maintain a valid unrestricted and insurable driver's license. Must successfully pass a background investigation and maintain suitable requirements for a Child Care position. This position is considered as a Child Care position, which requires a satisfactory background check investigation and is subject to the requirements of the Indian Child Protection and Family Violence Prevention Act, as amended (henceforth referred as the ICPFVP Act).

### **Knowledge, Skills, Ability:**

- Knowledge and skill sufficient to readily acquire orientation to the organization, the Employee Health Office environment, its staff members and operating procedures.
- Knowledge and skill sufficient to meet the personal hygiene needs of patients for the purpose of adding good health practices and to provide comfort measures.
- Knowledge of, and skill sufficient to use, nursing care terminology and test for measuring and recording vital signs; for obtaining and labeling specimens, and for assisting inpatient examinations for the purpose of accomplishing needed care and communicating with patients, doctors and nurses.
- Knowledge and skill sufficient to provide safety, security, privacy for the patients and to keep patient information confidential.
- Knowledge of strong work ethics in the workplace.
- Knowledge of basic application of confidentiality.
- Knowledge of basic computer skill.
- Knowledge and skills sufficient to operate Microsoft software.
- Ability to be dependable in attendance and job performance.
- Ability to meet attendance, overtime (if necessary), and other reliability requirements of the job.
- Ability to accept and learn from feedback.
- Ability to communicate effectively both verbally and in writing.
- Ability to provide exemplary customer service at all times.
- Ability to interact positively with others and possess great interpersonal skills.
- Ability to multitask and perform well under pressure.
- Ability to have self-confidence.
- Ability to be a great team player.
- Ability to accept and learn from supervisor/peer critique.
- Ability to be flexible and adaptable to the changing needs of the organization.

### **Physical Demands:**

While performing the duties of this job, the employee regularly is required to walk; sit; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee frequently is required to stand; climb or balance; and stoop, kneel, crouch, or crawl. The employee frequently is required to taste or smell. The employee must occasionally lift and/or move up to 50 pounds.

### **Work Environment:**

Work is performed in an office setting or outdoor work environment with a moderate noise level. Work environment may involve exposure to physical risks, such as blood borne pathogens and operating dangerous equipment or working with chemicals. Evening and/or weekend work may be required. Extended hours and irregular shifts may be required.

**As required by P.L. 93-638, absolute preference will be given to qualified Navajo applicants. If there is no qualified Navajo applicant, preference will be given to qualified American Indian applicants.**