

# Winslow Indian Health Care Center

## Job Vacancy Announcement #WDH-23-162

Closing Date: 12/26/2023

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**POSITION TITLE: Nursing Assistant – Specialty Clinic**

**DEPARTMENT: Nursing**

**Position Summary:**

Under general supervision of the Ambulatory Care Nurse Manager, Senior Clinical Nurses (SrCN), and Specialty Clinical Nurses, the Specialty Certified Nursing Assistant provides basic nursing care requiring knowledge and application of standard procedures and instructions and supports the Specialty Clinical Nurses (Cardiology and Surgical). Uphold 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 patients and provides basic nursing care to patients with a variety of injuries and illness.
- Screens patients by taking and recording all vital signs, and determining the main purpose for visit at least fifty percent of the time.
- Makes entries on patient's charts and records other data as required in RPMS, EHR, and Vista imaging programs.
- Obtains patient data and reports repeated vital signs based on policy and/or patient condition to nurses and providers. Reports any abnormal vital signs, conditions or emergencies to the RN team leader and/or Charge Nurse.
- Escorts patients into examining rooms and to other areas in the facility; utilizes wheelchairs, gurneys, Hoyer Lifts, etc. as needed.
- Assists provider in examination of patients by explaining procedures, positioning, draping and assembling instruments and supplies.
- Applies and removes binding and bandages (arm slings, ace bandages, etc.) and applies simple dressings as directed.
- Performs and obtains tests and procedures, such as EKGs, cardiac monitoring lead placements, weights/heights, point-of-care waived tests (rapid flu, HgbA1C, glucose reading, UA, etc.).
- Assists in performing the daily quality controls for all point-of-care waived test kits.
- Receives and screens incoming calls for the Specialty Clinic (i.e. Cardiology, Surgical Clinic) and directing them to proper destinations, handles requests for routine information personally, and refers non-urgent request to the proper medical staffing personnel.
- Performs data entry tasks within facility database.
- Maintains and follows strict guidelines in scheduling patient appointment for the Specialty Clinic.
- Assists in scheduling patient appointment and maintains follow-up communication with patients to confirm future appointments for the Specialty Clinics.
- Documents patient's health insurance information for specialty clinic testing procedures, and coordinates care with other departments.
- Assists with clerical duties such as scanning, faxing and copying documents, obtaining records from outside entities, etc.
- Performs general maintenance duties after all patient care needs are met, including cleaning, arranging and restocking supply cupboards; cleaning and sorting supplies, instruments, and equipment; calling attention to deficiencies in supplies and equipment; cleaning utility room; and bagging soiled linens. These maintenance duties will not supersede patient care assignments or requested tasks.
- Participates in the monthly checking of supplies for expired items and replacing it.
- Provides patient education and with documentation entry in the EHR.
- Provides medical translation/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 is required. Credentialed as a Certified Nursing Assistant or Licensed Nursing Assistant is required. One year nursing assistant experience is preferred. A valid BLS/CPR certification is required, or able to obtain within the first month of hire. Bilingual skills in English and Navajo language is 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 ICPFPV Act).

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

- Knowledge and skill sufficient to readily acquire orientation to the organization, the nursing 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 and skill sufficient to provide safety, security, privacy for the patients and to keep patient information confidential.
- Knowledgeable of Medicaid, Medicare, Private Insurance and other third party payers.
- 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 of strong work ethics in the workplace.
- Knowledge of basic application of confidentiality.
- Knowledge of basic computer skills, e.g. Outlook, Word, Excel, PowerPoint.
- Knowledge of office medical procedures and treatments, insurance, managed care operations, EMR and scheduling software.
- Ability to be the decision-making, devising solutions, and take action within scope of practice and in collaboration with the Specialty Clinic RN team leader.
- Ability to manage multiple changing priorities in an effective and organized fashion.
- Ability to safely use transportation equipment such as gurneys, wheelchairs, Hoyer lift.
- Ability to be dependable in attendance and job performance.
- Ability to accept and learn from feedback
- Ability to meet attendance, overtime (if necessary), and other reliability requirements of the job.
- 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.**