



MESCALERO APACHE TRIBE Position Description

EMPLOYMENT OPPORTUNITY

Position Title: Certified Nursing Assistant (CNA)
Department: Care Center
Salary: DOE
Open Date: **CONTINUOUSLY ACCEPTING APPLICATIONS**

Job Summary

Helps clients by supporting personal hygiene and daily living needs; providing comfort, transportation, and vital sign monitoring.

This position description may not include all of the listed duties, nor do all of the listed examples include all tasks which may be found or assigned to this position.

Duties and Responsibilities

- Provides clients' personal hygiene by providing feedback on healthy habits.
- Provides for activities of daily living by providing information on eating habits and water intake.
- Provides adjunct care by administering nonsterile dressings, ice packs, heat treatment.
- Maintains client stability by checking vital signs; recording intake and output information.
- Provides client comfort by utilizing resources and materials; transporting clients; answering client requests; reporting observations of clients to nursing supervisor when required.
- Documents actions by completing forms, reports, logs, and records.
- Maintain work operations by following policies and procedures.
- Protects organization's value by keeping patient information confidential.
- Serves to protect the FDTRC program by adhering to professional standards, nurse supervisor's hospital policies and procedures, federal, tribal, state and local requirements, and (joint commission on health care organization) jcaho standards.
- Updates job knowledge by participating in educational opportunities; reading professional publications; participating in professional organizations; maintaining licensure.
- Exploring opportunities to add value to job accomplishments.

Minimum Qualifications

- Nurse Aid Certification from the State of New Mexico
- Must have a valid New Mexico Driver's License
- First Aid and CPR Certified
- Must successfully pass a pre-employment drug/alcohol screen and background investigation.

Knowledge, Skills and Abilities

Multi-tasking, medical teamwork when necessary, Infection Control, Nursing Skills, Health Promotion and Maintenance, Creating a safe, effective environment, Informing others, Judgement.

Physical Demands

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

Work Environment

Work is performed indoors, outdoors and a lot of driving.

Moderate noise level.

Situations where caution must be exercised.

Evening, weekend, and/or holiday will may be required.

Extended hours and irregular shifts may be required.

Tribal preference and Native American Indian preference shall apply to all positions.