

COOK INLET TRIBAL COUNCIL, INC.
JOB DESCRIPTION

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| Job Title: | Certified Nurse Assistant (CNA) |
| Department: | Recovery Services at the Ernie Turner Center (ETC) |
| Reports to: | Nurse Administrator |
| Supervises: | None |
| FLSA Status: | Part-Time Flexible and On-Call, Regular, Non-exempt |
| Wage: | DOE |

General Functions:

The Certified Nurse Assistant (CNA) will provide basic health services to detox patients at the Ernie Turner Center. The CNA will treat all patients with dignity and respect ensuring that they are sensitive to the patients' comfort and privacy. The CNA will work in non-traditional environment in a therapeutic setting.

Duties and Responsibilities, including but not limited to:

- Assists with basic personal hygiene and grooming including bathing, dressing and care of the mouth, hair, nails and skin
- Assists with bladder and bowel requirements
- Assists with self administered routine oral medication, eye drops and skin ointment
- Assists with eating as needed
- Assists with transferring patient in and out of bed, chair or wheelchair and helping patient with ambulation or mode of mobility
- Assists with putting on and removing prosthetic devices and general care of plaster casts
- Assists with the care of non-sterile dressings and application of bandages and support hose
- Takes patients' temperature, pulse, blood pressure and respiration and understands Clinical Institute Withdrawal Alcohol Scale (CIWAS) and Clinical Opiate Withdrawal Scale (COWS).
- Transports and/or attends patients' health appointments, as needed.
- Performs basic housekeeping duties such as cleaning rooms and doing laundry.
- Prepares patient contact reports for every visit and phone call received as required by detox unit.
- Maintain all required logs, and learn Recovery Services Case Management System (RSCMS) of electronic documentation.
- Assists with answering phone and being friendly, polite and professional.
- Obtain medical reports or health information from Alaska Native Medical Center (ANMC) or other hospitals or clinics and providers.
- Assist in maintaining quality, safety and infection control standards
- Ensures patient confidentiality in compliance with 42CFR, Part 2.
- Performs all other related duties as assigned

Patient Relations:

Maintain a respectful relationship with patients, former patients and family members.

Internal Relations:

Maintain confidentiality at all times while displaying a professional disposition towards fellow staff.

Maintain a positive working relationship with CITC staff and consumers alike.

Participate in scheduled internal/external meetings/training as requested.

Bring policy/personnel issues to supervisor as they arise.

Job Responsibilities Related to Patient Privacy:

- The incumbent is expected to protect the privacy of all patient information in accordance with CITC's privacy policies, procedures and practices, as required by federal and state law, and in accordance with general principles of professionalism as health care provider. Failure to comply with CITC's policies and procedures on patient privacy may result in disciplinary action up to and including termination of employment or membership or association with CITC.
- The incumbent may access protected health information and other patient information only to the extent that is necessary to complete your job duties. The incumbent may only share such information with those who have a need to know specific patient information you have in your possession to complete their job responsibilities related to treatment, payment or other CITC operations.
- The incumbent is encouraged and expected to report, without the threat of retaliation, any concerns regarding CITC's policies and procedures on patient privacy and any observed practices in violation of the policy to the designated Privacy Officer.
- The incumbent is expected to actively participate in CITC privacy training and is required to communicate privacy policy information to coworkers, students, patients and others in accordance with CITC policy.

Disclaimer

The information provided in this description has been designed to indicate the general nature and level of work performed by incumbents within this job. It is not designed to be interpreted as a comprehensive inventory of all duties, responsibilities, qualifications and working conditions required of employees assigned to this job. Management has sole discretion to add or modify duties of the job and to designate other functions as essential at any time. This job description is not an employment agreement or contract.

Job Specifications:

- Strong knowledge of the culture and diversity of the Native population
- Some knowledge of substance abuse, addiction and how it affects a person's health in all capacities (mentally, physically and spiritually).
- Demonstrated ability to communicate through reading, writing and verbally with patients, co-workers and family members
- Demonstrated ability to determine if a medical emergency exists and to take appropriate action, when necessary.

- Strong knowledge of emergency procedures used in case of alcohol and/or drug overdose.
- Strong knowledge of airborne and blood borne pathogens (TB, HIV, AIDS, HB) and risk reduction methodologies and the use of universal precautions.
- Flexibility to adapt to schedule changes and assumption of responsibilities not delineated in the job description which are related to work as a member of an addiction treatment team.
- Demonstrated ability to coordinate and manage multiple tasks with attention to detail.
- Strong knowledge of community health resources
- Strong attention to detail
- Strong organizational skills
- Demonstrated ability to adhere to Confidentiality requirements as outlined in 42 CFR, Part 2.
- Demonstrated ability to use general office equipment
- Demonstrated ability to work independently
- Demonstrated ability to prioritize work and work related responsibilities.
- May be exposed to communicable diseases, verbal abuse, angry outbursts, the smell of alcohol, poor hygiene amongst the patients, etc
- Must be sensitive to the nature of the illness and the reasons why a person is receiving treatment and treat the patients with consideration and professional care.

Qualifications:

- High School Diploma or GED
- Completion of Certified Nurse Assistant training or Personal Care Attendant (PCA) training
- Basic Life Support (BLS) Certification or ability to obtain within 10 days of hire
- Current five years of no felonies or substance abuse convictions.
- Knowledge of addictions and medical/health complications.
- Required to have current TB immunization and/or verification incumbent is a “reactor.”
- Voluntary immunization for HEP A&B will be offered/provided.
- Valid Alaska Drivers license and insurable under CITC’s automotive insurance.
- Must have one year of continuous sobriety prior to hire if a recovering alcoholic or drug addict and participate in a self-help program.
- Experience working with Alaska Native people, knowledge of their values and belief systems and ability to provide culturally competent services.
- Continued employment status will be contingent upon receipt of a satisfactory state and federal criminal background check.
- Bi-lingual in English and Alaska Native Language(s) preferred
- Must be able to physically assist patients as needed. Physical tasks include, but are not limited to: lifting, carrying, supporting, etc.

Hiring Preference:

Preference shall be given to eligible and qualified Alaska Native/American Indian applicants pursuant to P.L. 93-638 Indian Self-Determination Act.

Employee Signature

Date

Supervisor Signature

Date