



Spirit Lake Tribe
P.O. Box 359
Fort Totten, North Dakota 58335
slthr@spiritlakenation.com

Job Title:

Certified Nursing Assistant (2)

Open Date:

August 3, 2018

Position Objective: This position is responsible for performing the duties of a Certified Nursing Assistant in the Nursing Department at Spirit Lake Health Center (SLHC), which include: assisting with patient care, performing clerical duties and maintaining supplies/equipment.

Major Duties & Responsibilities:

- Gathers and reviews patient demographic information.
- Provide basic nursing care to patients: obtain and records physiological measurements (Chief complaint, BP, T, R, and WT), assisting with transferring and transportation of patients receiving care at SLHC, lifting, diagnostic test preps, specimen collection and patient teaching. Performs routine clerical duties: Requests or obtains patient charts from Medical Records, logs pertinent information into the Electronic Health Record (EHR), initiates requisitions for lab and x-ray, answers telephone, assists with scheduling of appointments.
- Assists with patient transfers; initiates transfer packs; copies patient information as directed; escort's patients to and from other departments.
- Assists the provider and/or nurse in the examination and care of patients by: chaperoning, obtaining supplies and equipment, setting up for exams, and cleaning up after patient visits.
- Routes slips, forms and other documents to the appropriate departments.
- Responds to all patient requests promptly: recognizes gross changes in patient conditions and reports to RN/LPN as appropriate, acts swiftly in emergencies and assists as directed, and maintains BLS.
- Assists patients in contacting other departments as needed including Mental Health, Tribal Health Nurses, Women Infants and Children Programs and other Tribal organizations. Assists with making arrangements for the Community Health Representative to transport patients to their destination.
- Observes patient flow in order to eliminate long periods of waiting and/or identify patients that may have been over looked due to their disability or misunderstanding of appointments procedures, policies, etc.
- Keeps patients aware of possible delays in patient care during such events as patient accidents, traumas, seasonal outbreaks of disease, or other circumstances which increase the number of patients to be seen by providers.
- Keeps work area neat and orderly; assists with the maintenance of supplies and cleaning equipment.
- Maintains record confidentiality and safeguards medical information.
- Maintains a neat personal appearance and professional interactions with patients, coworkers, other SLHC Departments, and programs outside of SLHC.
- Performs related duties and other position related duties as assigned.
- Attends in-service programs and meetings as required by the department; supports and adheres to SLHC and Nursing Department policies and procedures.

- Knowledge of HIPAA. Ability to understand and to adhere to patient confidentiality regulations.
- Knowledge and skill sufficient to observe the patient’s physical and emotional reactions to care and treatment in the ambulatory care setting for the purpose of communicating with nursing and medical staff and making notations in the patient record.
- Knowledge of and skill sufficient to understand human body structure, function, illnesses and diseases, the treatment procedures, the supporting patient charting and teaching and the goals for assigned patients for the purpose of communicating with the patient, nurses, providers and other supporting medical staff.
- Knowledge and skill sufficient to perform basic nursing care needs: measuring and recording vital signs, assisting with specimen collection, assisting with diagnostic exams, lifting, transferring, etc.
- Ability to learn the developmental concepts of pediatric, young adult, adult and geriatric patients for application in the care of patients seen in the Ambulatory Care setting.
- Ability to identify and react swiftly in emergencies. Maintains BLS Certification.
- Ability to communicate and interact with all members of the multidisciplinary healthcare team.
- Knowledge of diversity and cultural difference of Native American populations, and the ability to appreciate cultural differences and their effect on healthcare delivery.
- Knowledge of patient electronic health record.
- Knowledge of assigned Nursing Service’s policies and procedures.
- Ability to communicate clearly and effectively, both orally and in writing, using tact and sensitivity.

Qualifications, Experience and education required:

- High school diploma or equivalent.
- Certification as a Nursing Assistant (CNA).
- Six (6) months of Certified Nursing Assistant experience sufficient to understand the major duties of the position, and to be able to answer questions and resolve problems. Experience in a clinic setting is preferred.
- Current BLS certifications.
- Must successfully pass a criminal and background check, and pre-employment drug screen.

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| Job Role: | Nursing | Company: | Spirit Lake Tribe |
| Employment Status: | Full- Time | Closing Date: | August 10, 2018 |
| Salary Range: | DOQ | Supervision | Director of Nursing |
| Vacancies: | 2 | Manages Others: | No |

Please Send Application to:

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|-----------------|---------------------------------------|-------------------------|----------------------------|
| Name: | Spirit Lake Human Resource Department | Email: | slthr@spiritlakenation.com |
| Address: | P.O. Box 97 | State | North Dakota |
| City: | Fort Totten, North Dakota | Zip/Postal Code: | 58335 |

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|-------------------------------|---|-------------|--------------|
| Phone: | (701)381-0635 or (701)381-0204 | Fax: | 701-766-1272 |
| Application Procedure: | Complete application/Completed resume/Application materials must clearly explain how experience and education are related to minimum qualifications and job duties. Copy of Credentials /License/Copy of college transcripts/copy of valid driver's license/Names, addresses, phone numbers and permission to contact three references/If seeking Indian Preference a copy of Tribal Enrollment must be attached/ If seeking Veteran's preference must include Form DD214/Authorization signature will be required for background check and drug testing. | | |