

BAD RIVER BAND OF LAKE SUPERIOR TRIBE OF CHIPPEWA INDIANS

CHIEF BLACKBIRD CENTER

P.O. BOX 39

ODANAH, WI 54861

Job Title: Certified Nursing Assistant (CNA)

Department: Health & Wellness Center - Clinic

Hourly Rate: \$13.00

Full Time: 40 Hours/Week

Exempt: No/Hourly

Supervisor: Clinic Administrator

Posting Date: *In-House*

Opens: *November 17, 2022*

Closes: *November 23, 2022, at 4:30 PM*

Posting Date: Public

Opens: **November 29, 2022**

Closes: **December 12, 2022, at 4:30pm**



Summary: The Certified Nursing Assistant will provide outstanding patient care and physical support for patients daily. To do well in this role you should be flexible and able to work on a wide variety of tasks. A CNA often helps and plays a vital role in clinics. CNAs provide healthcare for clients and patients at home, and in clinics to provide day-to-day care under the direction of a nurse.

Essential Duties and Responsibilities include the following. Other duties may be assigned

- Records patient vital signs, such as pulse rate, temperature, blood pressure, weight, and height, and records information on patients' charts.
- Reports observations of patient behavior, including complaints, or physical symptoms to nurses.
- Reminds patients to take medications and nutritional supplements.
- Reports patients to detect issues requiring medical care, including open wounds, bruises, or blood in the urine.
- Answers patient calls and determines how best to help them.
- Prepares and cleans treatment rooms for the examination of patients.
- Cleans and sterilizes instruments.
- Inventories and orders medical supplies and materials.
- Schedule appointments, maintain medical records and other patient documentation, performs secretarial tasks, and complete prior authorizations in compliance with insurance guidelines.
- Communicates effectively with other healthcare organizations to assist with patient referrals and facilitate patient care needs.
- Responsibilities will also include inventory management and control of PPE Supplies.
- Other responsibilities include assuring infection control.
- Performs other duties as assigned by RN or Clinic Administrator.
- Stay up to date on CNA training and facility policy and procedures.
- May provide other duties assigned by RN

Qualification Requirements: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skills, and/or ability required. Knowledge of the uniqueness of the Bad River Community. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Education and/or Experience:

Required:

- Active certification as a Nursing Assistant with the state of WI.
- Current CPR (American Heart Association) High school graduate or equivalent
- Ability to think and work independently and with direction, and communicate with staff members in a fast-paced and sometimes stressful environment.
- Comfortable using a computer.

Other Skills and Abilities:

Required:

- This is a required driver position.
- Must possess a valid Wisconsin driver's license and meet eligibility for tribal insurance.
- Must abide by the Bad River Health and Wellness Center Employee Health Policy.
- Must show proof of Tdap immunization or Pertussis booster, MMR, and will receive TB test if the employee has not had a test within 1 year upon hire.

Background Check:

This position is contingent on the required ability to pass a Bad River caregiver background check when working with children and/or the elderly.

This is a required driver position, must possess a valid state driver's license, adequate vehicle/liability insurance, and/or meet eligibility for Tribal insurance.

Language Skills:

- Strong oral and written communication skills
- Knowledge of computers and software, computer applications, and good typing skills

Physical Demands: The physical demands described here are representative of those that must meet by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions. Must be physically able to perform all job duties. Walking, standing, bending, stooping, and occasionally lifting to 25lbs and/or carrying for short distances.

Work Environment: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions. This position is subject to inside and outside work. The noise level may be moderate to loud.

Drug-Free Workplace in accordance with the Drug-Free Workplace Act of 1988, P.L. 100-690, and the Bad River Tribe's Employee Policy & Procedures Handbook. Indian Preference will be given in accordance with P.L. 93-638 and the Tribe's Preference Policy.

Send Application and Resume To:

Bad River Tribe

Attn: Human Resources

P.O. Box 39

Odanah, WI 54861

<http://www.badriver-nsn.gov/>

Application material may also be emailed to:

HRmanager@badriver-nsn.gov

HRassistant@Badriver-nsn.gov