



# Ho-Chunk Nation

## Job Description



<b>TITLE:</b> Certified Nursing Assistant		<b>JOB CODE:</b> CERT	
Government – Employee		<b>EEO:</b> 5	<b>PAY GRADE:</b> 8
Non Exempt	No Flex	<b>FUNDING SOURCE:</b> IHS/Grant/3 <sup>rd</sup> Party Revenue	<b>NATIVE AMERICAN PREFERENCE</b>

*“All employees are subject to the Drug, Alcohol and Controlled Substance Policy.”*

*“All employees will be required to attend orientation or training to attain knowledge of the history, culture and traditions of the Ho-Chunk Nation – Resolution 08-20-13K”*

*“This position requires compliance with the Indian Child Protection and Family Violence Prevention Act, 25 U.S.C. Part 3207 (c) and shall be subject to a background investigation as a condition of employment.”*

### **POSITION OVERVIEW**

Provide in-home health care services in accordance with the Community Health Nurse (CHN) assessment. Health care will include but not exclusive to activities of daily living (ADLs) or independent activities of daily living (IADLs). All health care will be in accordance with state guidelines and standards.

### **PERFORMANCE-BASED JOB FUNCTIONS AND OBJECTIVES**

1. Assist client following the nursing care plan provided by CHN and document on client activity record daily.
2. To report daily via telephone call and document immediately on activity record all abnormal readings/findings per the client’s plan of care to supervising CHN.
3. Transport clients to all medical appointments when no other means of transportation is available; prepare light meals, provide light housework as directed on plan of care and document on client activity record daily.
4. Turn in client activity record to supervising CHN every Friday.
5. Follow weekly schedules as written by supervisor and notify supervising CHN of any changes immediately.
6. Punch in and out daily at assigned time on time keeper system based on your employment status.
7. Accurately log mileage on fleet mileage log daily.
8. Other duties as assigned by supervisor.

### **JOB RESPONSIBILITY**

Job Reports to	Supervisor – See Organizational Chart
Leadership Accountability	None
Supervisory Accountability	None
Organizational Accountability	None
Financial Accountability	None
Customer Accountability	Interfaces with inside and outside customers
Freedom to Act	Subject to regular review from supervisor



## **MINIMUM QUALIFICATIONS**

### **EDUCATION:**

1. Must have high school diploma or equivalent.
2. Certified Nurse Assistant certification is required.
3. Current First Aid/CPR certification or must be obtained within one (1) month of hire date.

### **ESSENTIALS:**

1. Must be 18 years of age or older.
2. Must promote a healthy, non-abusive lifestyle.
3. Valid Driver's license, dependable transportation and proper insurance are required.

## **KNOWLEDGE, SKILLS, ABILITIES REQUIRED**

1. Ability to work independently.
2. Ability to work with elders who may be in strenuous situations.
3. Ability to work with a diverse cultural population.
4. Ability to communicate clearly and effectively.
5. Must maintain patient confidentiality in accordance with Privacy Act/HIPAA.

## **WORK PLACE RESPONSIBILITY**

1. Maintains a safe and healthy work place environment.
2. Follows Employee Relations Act and all Policy and Procedures assigned during orientation or through employment.
3. Inquire from supervisor as needed to receive appropriate training and counseling prior to acceptance of assignments in order to ensure safety and understanding.
4. Completes National Incident Management System (NIMS)/Incident Command System (ICS) 100, 700 certification within six (6) months of employment
5. Complete duties assigned.
6. May transport clients to medical appointments.

## **WORKING CONDITIONS**

1. All health care services are in the home and community setting.
2. Traveling is a necessity.
3. Be available to work in other Health office locations as assigned by supervising CHN and CHN Supervisors.
4. Work performed in the community is sometimes subject to conditions ranging from inclement weather to dangerous conditions such as snow/ice, cold, heat, noise, wetness/humidity, vibration, sudden temperature changes, and poor illumination at the job site or due to travel on the job. Travel to and from field locations may subject worker to increased risk of driving hazards. Community locations may subject worker to communicable diseases, insects and other disease vectors, toxins, hazardous materials, and animals.
5. In all settings, employees in this classification may occasionally need to relate to members of the public who exhibit challenging, atypical or hostile behaviors and/or communication.
6. See physical demands of the position listed on the Physical Demands Worksheet.