**West Cecil Health Center, Inc. & Qualified Subsidiaries**

**Job Description**

**Title:** Certified Nursing Assistant **Job #:**

**Department:** Primary Care/Behavioral Health

**Reports to:** Practice Manager/Department Supervisor

**FLSA Status:** Non-exempt

**POSITION SUMMARY**

A Certified Nursing Assistant will support the medical/behavioral health teams by providing direct patient care and supporting administrative functions needed to provide care to patients of all ages. Competencies to perform delegated functions will be validated by a registered nurse.

**ESSENTIAL FUNCTIONS**

* Chart preparation for the provider including routine screenings, collecting patient histories and vital signs.
* Assist with in-office procedures including, but not limited to, EKGs, nebulizer treatments, hearing and vision assessments, immunizations, ear irrigations, suture removal, and wound care.
* Providing patient education and discharge instructions.
* Scheduling follow up appointments and processing telephone messages.
* Collecting and processing of point of care lab tests.
* Assisting with medication refills, prior authorizations and referrals.
* Sterilization of equipment.
* Basic understanding of insurances, copay and deductible collections, and eligibility.
* Donning and doffing appropriate personal protective equipment
* Basic triage and response to urgent/emergent situations
* Requires adherence to all policies and procedures, including but not limited to standards for safety, attendance, punctuality and personal appearance

**KEY COMPETENCIES**

* Ability to use an electronic medical record and other tools to collect and record patient data
* Ability to effectively communicate with customers in both oral and written formats
* Understanding of blood borne pathogens and safety controls
* Understanding of biohazardous waste and waste streams
* Understanding of infection control and prevention practices
* Understanding of HIPAA laws regarding patient confidentiality
* Appropriate phone etiquette
* Ability to appropriately respond to an emergency situation
* Maintaining a professional appearance and personal conduct at all times.
* Establishing and maintaining effective working relationships with other staff, management, patients, visitors, and stakeholders.
* Able to effectively cope with typical job stress.

**SUPERVISORY RESPONSIBILITY**

* This position has no supervisory responsibilities

**POSITION TYPE AND EXPECTED HOURS OF WORK**

* This may be a full-time or part-time position.
* Days and hours of work will be scheduled in accordance with West Cecil Health Center’s operating hours.

**LOCATION/TRAVEL**

* Travel is primarily local between sites during the business day.

**POSITION REQUIREMENTS**

***Required Education***

* High school diploma or equivalent
* Completion of an accredited nursing assistant program

***Required Certifications***

* Certified Nursing Assistant licensure
* CPR certification

***Preferred Experience and Qualifications***

* Experience in a primary care or pediatric setting highly preferred
* Medical terminology
* Strong organizational and interpersonal skills.
* Knowledge of CPT & ICD10 coding procedures.
* Knowledge of medications and injection procedures for adults and children.
* Bilingual

***Physical/Environmental***

* This job operates in a professional office environment. This role routinely uses standard office equipment.
* The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.
* While performing the duties of this job, the employee is occasionally required to stand; walk; sit; use hands to finger, handle, or feel objects, tools or controls; reach with hands and arms; climb stairs; talk or hear. The employee must occasionally lift or move office products and supplies, up to 20 pounds.
* Will sometimes have contact with blood borne pathogens and infectious, biochemical and hazardous waste.
* Required to wear appropriate PPE in delivering patient care.

**OTHER DUTIES**

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

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Employee signature below constitutes the employee's understanding of the requirements, essential functions, and duties of the position.

Employee\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_