

JOB DESCRIPTION

Job Classification: Certified Nursing Assistant (NA-C)

Reports to: Regional Administrator

Supervises: None

Last reviewed: 06.28.23

POSITION PURPOSE:

This position provides back-office support to providers and care teams composed of nurse practitioners, physician assistants, physicians, nurses, and medical assistants in delivery of care to VVHC's diverse patient population.

REPORTING RESPONSIBILITIES:

Reports to Regional Administrator about work schedule, supply needs and time off. Supports Providers with patient and clinic needs. The Regional Administrator will coordinate annual evaluations with the appropriate providers, Nursing Director, and other staff.

MINIMUM QUALIFICATIONS:

Education: High school graduate or equivalent. Completion of an accredited certified nursing assistant program.

Licensure/Certification: Washington State Certified Nursing Assistant License, Current BLS certification (only in-person certification will be accepted)

***Optional depending on clinic need this may be required upon starting this position:** Registration (or place name on waiting list) to participate in the next Certified Medical Assistant (MA-C) apprenticeship cohort from VVHC. A staff member will be allowed to apply twice to the VVHC MA apprenticeship program; if they are unsuccessful after the second application their employment will be terminated as a CNA.

Experience: Two years of experience in health field preferred. Provider office/clinic experience preferred.

Equipment/Skills: Excellent customer service, oral and written communication skills. Compassion for patients is required. Must be able to work well in a team environment. Ability to multi-task in fast-paced work environment, with an ability to anticipate future needs. Basic computer user skills. Medical terminology and accurate spelling ability.

Physical demands: Ability to physically perform the functions of the job, including sitting, standing, walking, lifting, carrying, bending, and reaching with or without reasonable accommodation.

Status Classification: Hourly

PRIMARY JOB RESPONSIBILITIES:

- A. Demonstrates knowledge of and can explain the practical implications of the laws and regulations which affect CNA practice.
- B. Ensures confidentiality of all patient’s information per Valley View Health Center policy and HIPAA guidelines.
- C. Respects and works well with all team members and interacts with public in a professional and courteous manner.
- D. Attends and participates in all required meetings.
- E. Demonstrates infection control techniques and standard and transmission-based precautions.
- F. Demonstrates the ability to identify and implement safety and emergency procedures.
- G. Performs other related duties as assigned that are within scope of practice and are privileged for:
 - Completes all trainings and competency checklists applicable to position.
 - Accepts assignments willingly.
 - Huddles with designated care team to discuss complex patients prior to their visit.
 - Prioritizes workload to ensure patient safety.
 - Asks appropriate clarifying questions relative to scope of assignment and practice.
 - Documents accurately and timely in EHR.

ACKNOWLEDGMENT:

I have read and understand the above CNA Job Description and agree with it.

Employee’s Signature

Date

Regional Administrator’s Signature

Date