

ONEIDA TRIBE OF INDIANS OF WISCONSIN

Human Resources Department

JOB DESCRIPTION

APPLY IN PERSON AT:

Human Resource Department
909 Packerland Dr
Green Bay, WI 54303



OR MAIL TO:

Human Resource Department
P.O. Box 365
Oneida, WI 54155-0365

Phone: (920) 496-7900

Fax: (920) 496-7490

Job Line: 1-800-236-7050

APPLY ONLINE AT:

www.oneidanation.org

POSITION TITLE: Certified Nursing Assistant
POSITION NUMBER: 00333
DEPARTMENT: Nursing
LOCATION: W846 County Trunk EE, DePere
DIVISION: Comprehensive Health
RESPONSIBLE TO: Director of Nursing
SALARY: NE07 \$11.03/Hr (NEGOTIABLE DEPENDING ON EDUCATION & EXPERIENCE)
(Employees will receive 5% below the negotiated pay rate during their probationary status.)
CLASSIFICATION: Non-Exempt
POSTING DATE: March 18, 2010
CLOSING DATE: On-going recruitment
Proposed Start Date: Applicants will be placed on an interviewing pool and will be notified as positions become available

EQUAL EMPLOYMENT OPPORTUNITY STATEMENT

The Oneida Tribe of Indians of Wisconsin does not discriminate on the basis of race, color, national origin, sex, religion, age or disability status in employment or the provision of services. However, individuals of Indian ancestry and Veterans will be given preference by law in initial employment or re-employment.

POSITION SUMMARY

Under direct supervision of a Registered Nurse or Licensed Practical Nurse provides personal comfort, cleanliness, personal hygiene and grooming to all AJNH residents according to established policies and procedures. Continuation of this position is contingent upon funding allocations.

DUTIES AND RESPONSIBILITIES:

1. Provide personal comfort, cleanliness, personal hygiene and grooming to residents.
2. Administer bed baths, sitz baths, showers and tub baths; rubs to bony prominence to prevent skin redness or breakdown.
3. Transfer residents to chairs or beds using patient lifts as needed.
4. Assist in the admission and discharge procedure of residents.
5. Accompany residents to out of facility appointments and recreational activities.
6. Assist residents as needed; sets up trays, and passes water with intake of food/fluids.
7. Collect urine, fecal and sputum samples.
8. Take vital signs and gives suppositories and enemas as instructed.
9. Perform restorative nursing measures as instructed including ambulation, range of motion, turning and repositioning.
10. Assist residents with toileting needs.
11. Document residents charts as instructed.
12. Clean and maintain room equipment; makes beds, changes bedding, cleans resident's equipment, collect trays and keeps utility and tub room in order.
13. Contribute to the team effort. Adhere to departmental dress code.
14. Maintain professional and technical knowledge by conducting research, attending seminars, educational workshops, classes and conferences; reviewing professional publications; establishing networks; participating in professional societies; conferring with representatives of contracting agencies and related organizations.
15. Perform all other duties as assigned.
16. Adhere to all Tribal Personnel Policies and Procedures, Tribal Standard Operating Procedures, and Area and Program Strategic Plans and Policies.

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DUTIES AND RESPONSIBILITIES: (Cont.)

17. The above duties and responsibilities are not an all inclusive list but rather a general representation of the duties and responsibilities associated with this position. The duties and responsibilities will be subject to change based on organizational needs and/or deemed necessary by the supervisor.

PHYSICAL REQUIREMENTS/WORK ENVIRONMENT:

1. Frequently walk, stand, bend; lift and use hands to finger, handle, feel; reach with hands and arms; and talk and hear.
2. Occasionally stoop, kneel, crouch, or crawl. Ability to lift and/or move up to one hundred (100) pounds with assistance.
3. Work is generally performed in a nursing home setting with a moderate noise level where employee may be exposed to unpleasant odors, hazardous material and infectious disease. Situations where safety-toe shoes, safety goggles, gloves or protective face shields are needed may occur. Work environment may include exposure to life and death situations. In case of severe weather or emergencies employee will be required to stay until an appropriate replacement is found and relieves the employee.
4. Evening and/or weekend work may be required
5. Extended hours and irregular shifts may be required.
6. Must complete a Self Disclosing Physical Questionnaire prior to employment.
7. A Tuberculosis (TB) Screening and/or TB Skin Test is required within thirty (30) days of employment and annually thereafter as required.

STANDARD QUALIFICATIONS:

1. Knowledge of applicable federal, state, county and local laws, regulations, and requirements.
2. Knowledge of department organization, functions, objectives, policies and procedures.
3. Ability to exercise independent judgment.
4. Ability to operate various types of medical equipment including patient lifts and computers.
5. Ability to be compassionate and caring.
6. Ability to work independently and meet strict time lines.
7. Ability to communicate efficiently and effectively both verbally and in writing.
8. Ability to establish and maintain good working relationships with the individuals of varying social and cultural backgrounds.
9. Must adhere to strict confidentiality in all matters. **(Must sign a confidentiality statement prior to employment.)**
10. Health Insurance Portability and Accountability Act (HIPAA) training is required prior to starting this position. **(Training will be administered by the Human Resource Department).**
11. Must be willing and able to obtain additional education and training.
12. Must pass a pre-employment drug screening. Must adhere to the Tribe's Drug and Alcohol Free Workplace Policy during the course of employment.
13. Must pass a background security check prior to and during the course of employment with the Oneida Nation in order to meet the Employment Eligibility Requirements and/or the Tribal State Compact and/or the Tribal Gaming Ordinance as they pertain to the position and the location of the department.

PREFERRED QUALIFICATIONS:

Applicants please clearly state on the application/resume if you meet these qualifications.

1. Must be CPR and Red Cross First Aide Certified or the ability to obtain within three (3) months of employment. Must maintain CPR and Red Cross First Aide Certification during employment.

MINIMUM QUALIFICATIONS:

Applicants please clearly state how you meet these qualifications on the application/resume.

1. High School Diploma or GED plus one (1) year Nursing Assistant work experience is required; or equivalent combination of education and experience.
2. Must have a phone and be able to be contracted promptly in case of low staffing or an emergency.
3. Must be a Certified Nursing Assistant and currently be included on the Wisconsin Nurses Aide Registry.

ITEMS TO BE SUBMITTED:

1. **Must provide a copy of diploma, license, degree or certification upon employment.**