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

APPLY ONLINE AT:
http://oneida-nsn.gov

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

SECOND POSTING TO ALL APPLICANTS

POSITION TITLE:	Certified Nursing Assistant
POSITION NUMBER:	00333
DEPARTMENT:	Nursing
LOCATION:	2901 S Overland Drive Oneida WI
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:	May 6, 2015
CLOSING DATE:	Until Filled
Transfer Date:	May 13, 2015
Proposed Start Date:	As Soon As Possible

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 cares for comfort, 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 cares for comfort, cleanliness, personal hygiene and grooming to residents.
2. Administer bed baths, sitz baths, showers and whirlpool tub baths; assist in prevention of 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 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 in 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.
14. Adhere to departmental dress code.
15. 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.

DUTIES AND RESPONSIBILITIES: (Cont.)

16. Adhere to all Tribal Personnel Policies and Procedures, Tribal Standard Operating Procedures, and Area and Program Strategic Plans and Policies.
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. Extended hours and irregular shifts may be required.
5. 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 Departmen**t).
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 with the Oneida Tribe in order to meet the Employment Eligibility Requirements, Tribal/State Compact and/or Oneida Tribe Gaming Ordinance as they pertain to the position. A temporary license or Gaming License issued by the Oneida Gaming Commission is required as a condition of employment and continuing employment within the Oneida Tribe's Gaming Division.

PREFERRED QUALIFICATIONS:

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

1. Six (6) months Nursing Assistant work experience in long-term care.

MINIMUM QUALIFICATIONS:

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

1. High School Diploma, HSED Diploma or GED Certification. Applicants age fifty (50) and older are exempt from this requirement.
2. Must be hold current, valid CNA certification and 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.**