

JOB ANNOUNCEMENT (INTERNAL/EXTERNAL)

POSITION INFORMATION

Job Title: Certified Nursing Assistant (CNA)
Division: Nursing Services **Department:** Medical/Telemetry
Reports to: Senior Nurse Manager, Adult Health Services **Classification:** Regular, Full Time
Opening Date: January 25, 2019 **Closing Date:** Continuous until position filled

ANTICIPATED WORK SCHEDULE

(Hour of operation and schedule subject to change)

Department Hours of Operation 24 hours per day, 7 days per week

Schedule Rotational 12-hour shift

BASIC PURPOSE OF THE JOB

The CNA assists in patient care throughout nursing areas and is responsible for the safe transport of patients via wheelchair or stretcher, dispatch services, and appropriate documentation of services. Observes any patient on a patient care unit who has been assessed to require constant observation in order to maximize his or her safety. Performs general receptionist and clerical duties in order to facilitate efficient functioning of the nursing unit.

QUALIFICATIONS

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| Minimum Education | <ul style="list-style-type: none">▪ High school graduate or equivalent preferred. |
| Minimum Work Experience | <ul style="list-style-type: none">▪ Minimum of one (1) year of experience as a Certified Nursing Assistant.▪ Basic computer knowledge is preferred.▪ Previous hospital or nursing home experience preferred). |
| Required Licenses / Certifications | <ul style="list-style-type: none">▪ Current Certified Nursing Assistant licensure from the Territory of Guam.▪ Current Healthcare Provider BLS Certification |
| Required Skills, Knowledge and Abilities | <ul style="list-style-type: none">▪ Ability to communicate effectively and document information accurately.▪ Ability to deal efficiently and effectively with a wide variety of individuals.▪ Knowledge of basic medical terminology preferred.▪ Ability to move or lift patients and equipment. |

OVERVIEW OF JOB RESPONSIBILITIES

1. Demonstrates the skills and judgment necessary to provide direct care to patients under the direct supervision of licensed personnel. These skills may be amended or qualified in the essential functions unit specific section.
2. Maintains current knowledge/certification.
3. Demonstrates the skills and judgment necessary to provide non-direct patient care/support services to staff under the direction of licensed personnel.
4. Operates order communication system.
5. Attends all required safety training programs and can describe his or her responsibilities related to general safety, department/service safety, and specific job-related hazards
6. Follows the hospital exposure control plans/bloodborne and airborne pathogens.
7. Demonstrates respect and regard for the dignity of all patients, families, visitors, and fellow employees to ensure a professional, responsible, and courteous environment.
8. Promotes effective working relations and works effectively as part of a department/unit team inter- and intra-departmentally to facilitate the department's/unit's ability to meet its goals and objectives.

*Complete job description provided upon employment.