POSITION DESCRIPTION

TITLE: Certified Nursing Assistant - (Contingent, Part-time)

Collective Bargaining – Ineligible – Contingent
Contingent positions are not eligible to participate in collective bargaining.

JOB SUMMARY:

The part-time Certified Nursing Assistant (CNA) is responsible for providing direct clinical care to college-aged students under the supervision of a registered nurse. The part-time CNA reports to the Assistant Director of Health Services in the Wellness Center.

All duties are performed according to the standards outlined by their certification. The CNA demonstrates outstanding communication, listening, and observation skills. The CNA accepts delegation by the registered nurse by completing a variety of tasks related to patient care, time management, organization, and communication. The CNA must demonstrate a commitment of quality service to our patients, the public and our campus community.

ESSENTIAL DUTIES AND RESPONSIBILITIES:
(Note: These examples are intended only as illustrations of the various types of work performed in positions allocated to this class. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Respects the dignity and confidentiality of patients.
- Complies with all HIPPA laws and regulations, and facility policies and procedures
- Maintains accurate and timely records in the electronic health records.
- Keeps licensure and certifications current.
- Collects and processes lab specimens.
- Maintains a safe and orderly clinic environment.
- Responds to emergencies and performs CPR.
- Provides clinical support during telehealth visits.
- Follows all facility standard operating procedures.
- Adheres to blood-borne pathogen exposure control plans.

MINIMUM QUALIFICATIONS:

- Education: Active CNA license issued by the Maryland Board of Nursing.
- Experience: One (1) or more years of clinical experience.
• Ability to communicate well in English, both orally and in writing.

• Valid American Heart Association Basic Life Support card.

• Excellent phlebotomy skills.

• Physical activity requirements include climbing up and downstairs, stooping, kneeling, crouching, reaching, standing, walking pushing, pulling, lifting, grasping, feeling, talking, and hearing.

• Successful completion of drug screen, background check, and other agency screening/application requirements.

• Any combination of acceptable education and experience, which has provided the necessary knowledge and skills to fulfill the requirements of this position, may be considered.