

POSITION DESCRIPTION

**TITLE: Certified Nursing Assistant - (Contingent, Full-time)
10-month (August 1 through May 31))**

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

JOB SUMMARY:

The Certified Nursing Assistant (CNA) is responsible for providing direct clinical care to college-aged students under the supervision of a registered nurse. The 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.)

- Responsible for following the policies and procedures as defined in the employee handbook.
- 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.
- Provides front office clerical assistance to Office Associates.

Position Description
Certified Nursing Assistant (Contingent, Full-time, 10-month)
Page 2

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.
- 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.