WINSLOW RESIDENTIAL HALL, INC.

POSITION DESCRIPTION

Title:Certified Nursing AssistantSchedule Terms:10 monthsSalary Classification:Non-Exempt

Winslow Residential Hall, Inc., complies with the Navajo Preference in Employment Act (NPEA).

GENERAL STATEMENT OF RESPONSIBILITIES: Under the supervision of the Homeliving Manager, the Certified Nursing Assistant (CNA) is responsible for providing basic care to residential students. Demonstrates a caring and understanding relationship with students, parents, and staff. This compassionate, dedicated employee must be able to demonstrate complete knowledge of infection control practice, including the use of PPE (Personal Protective Equipment).

QUALIFICATIONS

EDUCATION, TRAINING & EXPERIENCE:

- Must have a Certified Nursing Assistant license
- Must have 32 post-secondary semester credit hours in an applicable academic discipline including fields related to health education, nursing, and/or laboratory sciences;
- Familiarity with medical terminology;
- Compassionate and caring demeanor;
- Minimum 2 years work related experience with students in school and residential setting;
- Knowledge of native cultures;
- Must have excellent verbal and written communications skills;
- Ability to perform good housekeeping practices;
- Ability to relate effectively with students and their problems in a tactful, courteous and patient manner;
- Ability to relate effectively with staff;
- Successful completion of all background checks (Federal, State, and Navajo Nation/Local);
- Must be knowledgeable and familiar with Native languages, cultures, customs and traditions;
- Valid Arizona driver's license.

DUTIES AND RESPONSBILITIES:

- Understand and fully comply with (1) all WRHI policies, procedures, and regulations, (2) supervisor's directives, guidance, and performance plans, and (3) this position description;
- Maintain good and timely attendance;
- Must be available on an on-call basis;
- Monitor vital signs of isolated students;
- Good at working in challenging situations;
- Maintain a clean and healthy environment;
- Conduct daily student temperature checks before and after school, and maintain a daily record of student temperatures;
- Responsible for monitoring student symptoms and temperature checks on Sunday bus run & weekly student check-in;
- Responsible for disbursing PPE supplies to staff and students;
- Assist Facility staff with maintaining First Aid cabinets, checking periodically and recommending replacement supplies;
- Disburse prescribed medication to students daily;
- Identify students with Covid-19 symptoms, follow procedure to care and monitor affected students;
- Responsible for transporting affected and sick students to a local health care facility;
- Take ultimate responsibility and exercise accountability for all aspects of the activities and operations;

- Communicate openly, effectively, professionally, and respectfully with co-workers and others; •
- Counsel students with personal problems of a minor nature; recommend to Homeliving Manager or • Counselor if more in-depth counseling is needed;
- Assist in maintaining student health records and progress reporting; •
- May be required to assist with general school activities; •
- Assist in monitoring students during fire drills and any other drills required; •
- Have knowledge of the Continuity of Operations (COOP), Standard Operating Procedures (SOP), Hazard Communications, and the Emergency Response Guide;
- Knowledge of P.L. 101-630, Indian Child Protection and Family Violence Prevention Act; •
- Knowledge of P.L. 101-647, Crime Control Act of 1990;
- Other duties as assigned and/or other duties which are necessary or appropriate for the duties and responsibilities of this position.

PHYSICAL REQUIREMENTS: Must submit to a physical examination from a licensed physician for each contract year. Be able to reach, bend, stoop and frequently lift up to 50 pounds.

EVALUATION PROCEDURE: In accordance with provisions specified in personnel policy and procedure. **SUPERVISION RECEIVED:** Homeliving Manager.

SUPERVISION GIVEN: N/A

CERTIFICATION

I have read and understand the foregoing position description. I had an opportunity to ask questions with regard to any and all statements contained in the position description. I represent that I meet the qualifications for the position and will diligently perform the duties and responsibilities set forth in the position description. This certification is made with the acknowledgment that this information is to be used for statutory purposes relating to the appointment and payment of public/federal funds, and that any false or misleading statements may constitute violations of such statutes and their implementing regulations or Winslow Residential Hall, Inc., policies, and may result in non-hiring and/or termination.

REVIEWED BY: ______ Certified Nursing Assistant

DATE: ____

REVIEWED BY: _____

Homeliving Manager

REVIEWED BY: _____

Homeliving Supervisor

DATE:

DATE: ____