

WINSLOW RESIDENTIAL HALL, INC.

POSITION DESCRIPTION

Title: *Certified Nursing Assistant*
Schedule Terms: 10 months
Salary 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 RESPONSIBILITIES:

- 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;

