



**POSITION DESCRIPTION**

**Nursing Assistant**

<b>LOCATION</b>	1150 N Country Club Drive, Mesa AZ 85201		
<b>HOURS (half hour meals)</b>	Monday AM through Saturday AM: 7 AM – 3:30 PM, 3 PM – 11:30 AM, 11 AM – 7:30 AM	<b>PAY</b>	
	Saturday AM through Monday AM: 7 AM – 7:30 PM, 7 PM – 7:30 AM Occasional 'on call' needs	\$10 - \$14 per hour (depending on experience)	
<b>REPORTS TO</b>	Shift Registered Nurse	<b>SUPERVISES</b>	N/A
<b>JOB PURPOSE</b>	Provides basic patient care in the clinical setting under the daily direction and supervision of the Registered Nurse (RN). Performs delegated tasks in the patient care setting that support the environment of patient care.		
<b>DUTIES AND RESPONSIBILITIES</b>	<ul style="list-style-type: none"> <li>• Performs clerical and system coordination for the nursing unit</li> <li>• Monitors and updates orders and schedules diagnostic and therapeutic services</li> <li>• Ensures unit census and patient location is current at all times. Coordinates nursing unit communications and activities</li> <li>• Provides patients' personal hygiene by giving baths, diaper changes, and bedding changes</li> <li>• Prepares patient rooms for admission/discharge and assists with the patient admission/discharge process</li> <li>• Keeps careful track and documentation of patient belongings</li> <li>• Provides adjunct care by administering dressings, ice packs, heat treatments, ointments, and lotions</li> <li>• Measures and documents blood pressures, TPRs (temperature, pulse, respiration), intake and output, daily weights, and other patient data as requested</li> <li>• Reports observations of the patient to nursing supervisor</li> <li>• Documents actions by completing forms, reports, logs, and records</li> <li>• Maintains work operations by following policies and procedures</li> <li>• Protects patient information confidential in accordance with Jacob's Hope, Arizona, and Federal regulations</li> <li>• Accepts ownership for accomplishing new and different requests; exploring opportunities to add value to job accomplishments</li> <li>• Assists health care team members with hospital systems as needed to access patient information, i.e., medical records, documentation systems</li> <li>• Maintains and orders stock for nursing area</li> <li>• Cleans equipment and work areas</li> </ul>		
<b>WORKING CONDITIONS</b>	In-patient limited-access facility in medical office center with a residential setting for up to 12 infants. Caring for substance exposed newborns during withdrawal. Responsible for two infants at a time.		
<b>SKILLS AND QUALIFICATION REQUIREMENTS</b>	<ul style="list-style-type: none"> <li>• Experience with related skills and education or <i>Certified Nursing Assistant</i> under the State of Arizona Board of Nursing</li> <li>• Proficient in English speaking and writing</li> <li>• Medical terminology and keyboarding/word processing skills strongly preferred.</li> <li>• Excellent interpersonal skills and the ability to adapt to interruptions and changing priorities/workloads</li> <li>• Experienced in infant care</li> <li>• High level of attention to detail essential</li> <li>• Maintains a working knowledge of drugs and their categories according to site/department specific policy</li> </ul>		