

Certified Nursing Assistant – Job Description

Job title	<i>Certified Nursing Assistant (CNA)</i>
Reports to	<i>Director of Cedar Road Division</i>

Job purpose

This position supports the Wabanaki Center for Healing and Recovery's Cedar Road program. As a Certified Nursing Assistant this individual must provide compassionate and culturally sensitive care to clients experiencing symptoms related to substance use, including withdrawal symptoms, cravings, and other issues that may arise. This individual will also provide support to help clients through their recovery process to include making sure a client feels comfortable, supported and well taken care of throughout the detox process. This position works collaboratively and efficiently with a multidisciplinary team and the client through direct care, transitional support, coordination of services, and referrals.

Duties and responsibilities

- Provide direct patient assistance with activities of daily living and basic health care needs.
- Monitor client's vital signs as ordered or per protocol.
- Escort patients to appointments, set up medical equipment and assist with medical procedures.
- Prepare rooms for admissions.
- Administer random urinalysis as per physician's or licensed independent practitioners' instructions.
- Complete suicide risk assessment on all new admission and as needed during treatment.
- Screen for danger to self or others.
- Advocate for and build meaningful relationships with clients and loved ones through safety intervention, emotional support, and education.
- Update medical and clinical team regularly regarding all clients seen and coordinate client care.
- Ensure compliance with Do Not Use Abbreviation and Sound Alike/Look Alike medication lists.
- Document all client interactions, interventions, and on-going counseling services in the electronic medical record in accordance with protocols and policies.
- Demonstrate adherence to accepted ethical and behavioral standards of conduct.
- Provide emotional support through listening, counseling, and answering questions.
- Consult with in-house staff and other outside professionals to ensure comprehensive, quality care for clients.
- Maintain professional boundaries with clients and interact with them in an appropriate manner.
- Participate in team meetings and trainings.
- Perform other duties as assigned.

Qualifications

Education, Licenses, Certifications, and Experience Required:

- Must have a valid Maine Certified Nursing Assistant certificate.
- Must have current Basic Life Support (BLS) and First Aid training, or complete training within the first 60 days of hire.
- Must successfully pass all required WPHW background checks.
- One (1) year of detox experience preferred.

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- Experience working in Tribal Communities preferred.
- Valid State of Maine Driver's License, insurable under the WPHW's automobile insurance plan and reliable transportation.

Skills and Qualifications Required:

- Ability to work a varied schedule to include evenings, weekends and/or holidays.
- Willingness to travel overnight(s) for training, meetings, gatherings, and events.
- Must be able to physically respond to individuals' needs in the event of a crisis situation.
- Demonstrated ability to work as part of a team, independently and embrace a culturally diverse setting.
- Ability to communicate ideas, instructions, and other information in a clear and precise manner using both written and oral forms of communication.
- Proficiency with computers and MS Office and Teams.
- Knowledge of the federal drug and alcohol confidentiality law (42 C.F.R. Part 2) and the Health Insurance Portability and Accountability Act.
- Knowledge of the American Society of Addiction Medicine placement criteria and the Diagnostic and Statistical Manual as it relates to substance-related disorders or able to acquire the knowledge.
- Must be flexible with excellent attention to detail and an ability to manage multiple tasks.
- Demonstrated ability to exercise initiative, independent judgment and be a self-starter who works with integrity while also being a strong team player.
- Professional and courteous with a positive attitude.

Wabanaki Public Health & Wellness is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, or status as a protected veteran.