

CHEYENNE RIVER SIOUX TRIBE
TRIBAL HEALTH DEPARTMENT
CERTIFIED NURSES AIDE

DESCRIPTION OF WORK

General Statement of Duties: Provide quality nursing aide services to the patients of the reservation.

Supervision Received: Works under the immediate supervision of the Tribal Health Field Health Director or may be assigned under the supervision of another Director of a Program.

Supervision Exercised: None.

EXAMPLE OF DUTIES (Duties may include but are not limited to the following):

Obtains vital signs, blood sugar, other lab tests on patients and reports abnormal vital signs to nurse/provider per policy.

Assists nurse/provider with duties within scope of practice.

Assists with registration and scheduling of patients.

Documents adequately and correctly.

Documents patient information in EHR and/or PCC with training provided.

Seeks assistance from Field Health Director, co-workers or I.H.S. staff should it be necessary.

Assists with head lice checks and care of patient.

Provides education to patients on health and safety.

Maintains supplies for clinics, home health, maternal child health and immunization program as needed.

Maintains a safe work environment for patients, guests, and staff.

Gives first aid treatment to minor injuries under supervision of nurse or provider.

Maintains and cleans equipment as needed.

Collect lab specimens and draws blood within scope of practice if holds a Phlebotomy Certification.

Other job related duties as assigned.

MINIMUM QUALIFICATIONS

Required Knowledge, Skills and Abilities: Must have the ability to work effectively with community members. Must exhibit an interest to upgrade health skills. Must exhibit an interest in applying new skills provided in training. Must have excellent communications skills, both oral, and written. Must obtain experience of RPMS/EHR system and data entry training. Must obtain experience working with medical records.

Education: Must possess a High School Diploma or GED certificate. Must possess Nurse's Aide certification in the State of South Dakota. Phlebotomy Certification Preferred.

Experience: Must possess or obtain quality-related experience in this or related field of work or related field of work.

Special Requirements: Incumbent will be required to participate in Privacy Act and HIPPA Training upon hire and annually thereafter including but not limited to trainings related to ISSA, infection control, safe practice, competencies and continuing education.

Confidentiality is very important when working in any Health Department. It is a HIPPA regulation that all matters pertaining to individual problems and health records be kept confidential. Failure to comply will be cause for dismissal, and incumbent may be subject to criminal penalties or punishment. CRST Personnel Policies and Procedures must also be adhered to regarding confidential information within the scope of work, in the department or office.

Must provide proof of up-to-date immunizations within a week of start date

This position is strictly prohibited from participating in political activity. Must be able to maintain favorable public relations.

Must have a valid South Dakota driver's license and be insurable under Tribal liability insurance policy. CPR certification are required within (6) months of employment and keep current.

Must be able to lift up to twenty-five (25) lbs., bend, walk and stand for long periods (please provide a statement or physical stating this).

Incumbent is subject to the CRST Drug & Alcohol Testing Policy; must pass pre-employment drug screening and will be subject to random drug screenings (will be required to sign and submit a form understanding and receiving policy). Must be able to pass local/Tribal, Federal and State background checks in accordance with P.L. 101-630, P.L. 101-647, and Resolution No. 86-2013-CR (will be subject to submit and pass these checks every five (5) years).

This is a designated position covered by Public Law 101-630, requiring contact or control over Indian children. Due to this requirement, the agency must ensure that persons hired for these positions have not been found guilty of or pleaded nolo contendere or guilty to certain crimes.

Background Investigation: If you are selected for this vacancy, you must undergo a pre-employment fingerprint check and back ground investigation. Fingerprint results and background investigation documentation must be cleared prior to hire. After you begin your employment, your continued employment is contingent upon the outcome of a complete background investigation as determined by the sensitivity level of your position. The investigation must find that you are suitable for Federal employment in your position. If you are found not suitable, you will be terminated after you begin work. If you make a false statement in any part of your application, you may not be hired; you may be fired after you begin work; or subject to possible criminal charges.

All Tribal Health positions are vital to the healthcare and should a crisis or emergency happen you will be required to work per your supervisor's discretion. Not to exceed forty (40) hours/week unless approved and agreed upon by supervisor and employee.

Revised Date: 02.21.25