

While performing the duties of this job, the employee is regularly required to sit, stand, and walk. The employee's work is completed from the medical clinic area and involves direct, daily contact with sick patients. The employee may come in contact with communicable diseases and appropriate precautions must be taken to prevent the spread of these illnesses or diseases. Some diseases have the potential to be life threatening as in the case of some blood borne pathogens and specific protective measures must be followed at all times. The employee may be required to lifting patients or other strenuous physical activity when rendering first aid or while providing patient care. The ability to diffuse potentially volatile patients through calm, private, non-threatening communication is essential. The employee completes their work under normal office conditions, temperatures, and is environmentally controlled the majority of the time. Potential for exposure to blood or body fluids or other infectious diseases is present during patient and family contacts.

POSITION REQUIREMENTS:

1. Certification as nursing assistant required.
2. Basic Life Support certification
3. At least two years of experience as certified nursing assistant preferred.
4. Experience in clinical filing and record keeping.
5. Must have working knowledge of computers.
6. Experience in working with and/or knowledge of Native American culture.
7. Experience and familiarity with privacy and confidentiality regulations and implementation of.
8. Must possess a personable, client friendly attitude along with organizational ability to handle multiple tasks simultaneously.
9. Must successfully pass all background checks.
10. Must have excellent past work history and excellent attendance record as demonstrated through employment references.
11. To perform this position successfully, and individual must be able to satisfactorily perform each function listed under the essential functions and physical demands categories of this position description.

PREFERENCE: Preference will be given to those of Native American descent.

CLOSING DATE: OPEN UNTIL FILLED

APPLY TO: Send Resume and Application to:

Anna Carrick; HR Generalist
Bay Mills Human Resources Department
12124 W. Lakeshore Drive
Brimley, MI 49715
(906) 248-8523

amcarrick@baymills.org

Subject: CNA

Applications can be found on the Bay Mills website at www.baymills.org under the employment section