



**Job Title:** CERTIFIED NURSING ASSISTANT – Full- or Part-time

**Department(s):** Medical Support

**Position Summary:** Provides health care support services to patients under direction and responsibility of a provider

**Supervision Received:** Clinical Operations Manager

**Supervision Exercised:** None

**Hours/Week** 20 - 40     Full-Time     Part-Time     Exempt     Non-Exempt

**FLSA Definition:**

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**ESSENTIAL FUNCTIONS:**

- Provides health care support services for all patients (adult and pediatric) as established by clinic protocols and community practice standards
- Actively manages quality initiatives in collaboration with provider and Quality staff. Maintains quality assurance logs.
- Screens and prepares patients for exams according to vital sign screening guidelines
- Keeps exam rooms supplied and clean
- Cleans and autoclaves instruments
- Makes appointments with appropriate provider
- Files and maintains provider "in/out boxes"

**CORE REQUIREMENTS:**

- Works collaboratively and respectfully with staff and others—individually and as part of a team—to achieve optimal efficiency, outcomes and morale
- Interacts in a culturally competent manner with individuals and groups from diverse backgrounds, including but not limited to: socio-economics, race and ethnicity, nationality and religion, both in-clinic and in the community
- Maintains excellent and punctual attendance
- Attends and actively participates in staff and departmental meetings
- Attends agency functions and meetings as relevant or required
- Works at any or all NHS clinics, as needed
- Uses computer daily including e-mail, word documents, spreadsheets, patient management system, electronic health record, and patient portal, as needed to carry out essential job functions
- Maintains any required licensure/certification
- Demonstrates commitment to agency mission and goals

- Abides by corporate compliance program, HIPAA regulations and other agency policies and procedures
- Participates daily in pre-visit planning and huddles (RN, Provider, Medical Assistant, Front Desk)
- Utilizes Patient Portal to access patient information and communicate with patients, as relevant
- Plans, organizes, and multitasks
- Speaks, understands, reads and writes English sufficiently to carry out all essential duties
- Performs other duties as assigned

**QUALIFICATIONS:**

- High school diploma or equivalent
- Certified Nursing Assistant in the state of MN
- Minimum one year experience working as a CNA

**Attachments**

- Physical and Mental Requirements
- Work Environment