



POSITION AVAILABLE  
**Certified Nursing Assistant**  
**(Starting Salary: \$14.43 - \$17.46/Hour – DOE/DOQ)**

**POSITION TITLE:** Certified Nursing Assistant

**FLSA STATUS:** Non-Exempt

**REPORTS TO:** Coordinator of Nursing Services

**JOB PURPOSE:** The Certified Nursing Assistant (CNA) supports the daily activities of Nursing Services. The CNA provides support to those clients scheduled to be seen in the Medical Department.

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**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Provides direct client care related to observation, intervention, and stabilization of clients with chronic mental illness.
- Provides client services including monitoring vital signs and physical parameters, and assessing compliance, observing for side effects, and reporting back to the Registered Nurse (RN) or Providers.
- Processes refill requests and prior authorizations as indicated per department procedure.
- Documents care with Nursing Services guidelines and standards.
- Works in a collegial manner with all clinical staff and supervisors.
- Documents clinical information through electronic medical records (EMR) systems.
- Monitors and follows up on prescribed medical treatments in accordance with provider's orders.
- In collaboration with other staff, observes for medication side effects, and reports provider for appropriate interventions.
- Maintains records and completes documentation while maintaining Federal, State, and Agency standards of confidentiality.
- Communicates accurately and efficiently with outside care providers including pharmacies and primary care teams.
- Working some evening and weekend hours may be required.

- Maintains familiarity with and handles client information in accordance with Federal Regulations (42 CFR, Part 2), the Revised Code of Washington (RCW 71.05.390 and RCW 71.24), and other applicable laws pertaining to confidentiality of clients and staff information.
- Maintains physical security of confidential materials and assigned Agency property.
- Attends Performance Improvement Meetings on a regularly scheduled basis.

**SECONDARY DUTIES AND RESPONSIBILITIES:**

- Provides support to Arlene Engle Home and Clallam County Respite Center as appropriate.
- Provides support to the Medial staff through screening and referring or handling client phone calls, as appropriate.
- Maintains and documents routine checks on the AED machine and additional equipment.
- Participates in staffing, training, department meetings, and individual supervision as assigned.
- Performs other duties as assigned.

**PERFORMANCE EXPECTATIONS:**

- Enters client records in EMR and prescribing software appropriately.
- Abides with attendance, punctuality, and professionalism expectations.
- Administers expected duties in a timely fashion.
- Attends a minimum of 90% of required meetings, staffings, trainings, and educational opportunities as scheduled.
- Participates in providing a supportive, positive, and encouraging work environment.
- Uses the resources available to complete assigned tasks.
- Good interpersonal skills between staff and clients.
- Seeks supervisory input when necessary.
- Continued growth and knowledge of the job.
- Awareness of office policies and procedures.
- Understanding and contribution to the Mission, Vision, and Values of the organization.

**REQUIRED EDUCATION, LICENSE(S), CERTIFICATION, AND EXPERIENCE:**

**Education:** High School Graduate or GED; successful completion of college-level Nursing Assistant Program.

**Experience:** One (1) year of clinical services with limited exceptions.

**Licensure:** Graduation from a Certified Nursing Assistant Program

**PREFERRED ADDITIONAL CREDENTIALS/EXPERIENCE:**

**Experience:** Psychiatric experience preferred

## **KNOWLEDGE, SKILLS, AND ABILITIES:**

### **Essential:**

- Age-specific knowledge and skill: Must be able to demonstrate the knowledge of skills necessary to provide care to adult and pediatric patients.
- Ability to multi-task.
- Ability to use a desktop computer with proficiency in the use of email, internet, and common business application software (i.e. Word, Excel, PowerPoint, etc.).
- Ability to use common office machines including, copiers and fax machines.
- Knowledge of standard office practices and procedures.
- Ability to exercise good judgment in evaluation situations, making decisions, and following written and oral directions.
- Strong interpersonal skills and ability to interact in a pleasant and professional manner, both in-persona and on the telephone.
- Ability to prioritize, organize, work effectively, and meet deadlines with minimal supervision and with frequent interruptions.
- Ability to provide and receive constructive and well-directed instruction.
- Ability to learn ProFiler, Dr. First, and other applicable software that relates to assigned duties.

## **NATURE AND SCOPE:**

### **Physical Demands:**

- Moderate physical effort (lift/carries up to 25 lbs.)
- Frequent standing/walking.
- Sitting at a desk.
- Keyboarding.
- Occasionally lifts supplies and equipment.
- Required Protective Equipment: maintain Standard Precautions and uses barriers (gloves, masks, aprons, goggles, etc.) appropriately in all potential exposures to body fluids.

### **Cognitive Skills:**

- Excellent verbal and written communication skills.
- Ability to learn and utilize Agency's EMR.
- Willingness to work as a team member.
- Ability to work independently and be a self-starter.
- Attention to detail.
- Ability to manage crises effectively.

### **Working Environment:**

- May be exposed to infections and contagious diseases.
- Occasionally exposed to patients exhibiting assaultive behaviors.
- Clean, well-lighted and ventilated office.

### **Working Demands:**

- Frequent pressure due to schedule demands.
- Contact with patients under a wide variety of circumstances.
- Subject to varying and unpredictable situations.
- Handles emergency or crisis situations.
- Subject to long, irregular hours.

**Principal Challenges:**

- Working collaboratively with clients, other employees, and multiple community referral services.
- Ensuring safety of client at all times.
- Maintaining professionalism under a wide variety of sometimes stressful circumstances with constant interruptions.

**Closing Date**

- Open until filled

**To apply, forward resume and cover letter to:**

Amanda Hill, Human Resources Specialist  
Peninsula Behavioral Health  
118 E. 8<sup>th</sup> Street  
Port Angeles, WA 98362  
Or,  
[employment@peninsulabehavioral.org](mailto:employment@peninsulabehavioral.org)  
or apply at [www.peninsulabehavioral.org](http://www.peninsulabehavioral.org)

(Equal Opportunity Employer)

**NOTICE**

The above job announcement is meant to describe the general nature and level of work being performed. It is not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required for the position. Employees will be required to follow any other job-related instructions and to perform other job-related duties requested by their supervisor in compliance with Federal and State Laws.

Requirements are representative of minimum levels of knowledge, skills, and/or abilities. To perform this job successfully, the employee must possess the abilities or aptitudes to perform each duty proficiently. Job requirements may be subject to possible modification to reasonably accommodate individuals with disabilities.