

## **CERTIFIED NURSING ASSISTANT/CERTIFIED MEDICAL ASSISTANT**

The certified nursing assistant or certified medical assistant (CNA/CMA) position provides quality nursing care to patients; implements specific procedures and programs; coordinates work within the department, as well as with other departments; reports pertinent information to the immediate supervisor; responds to inquiries or requests for information; and assists the immediate supervisor with tasks to support department operations.

The CNA/CMA reports directly to her supervising nurse and nursing supervisor.

### **Responsibilities:**

- Assists the nursing supervisor and all members of the nursing department in carrying out their responsibilities as they apply to the nursing department.
- Provides care for patients under the direction of nursing staff by following UHS procedures.
- Takes and records TPRs, weights, finger stick blood glucose and blood pressure as directed.
- Complies with policies and procedures of UHS, OSHA and HIPAA standards.
- Rotates among various clinical services and if needed satellites and urgent care hours.
- Responsible for initial intake of scheduled and unscheduled patients, including documenting reason for visit.
- Notifies a nurse regarding any patient with complaint of chest pain, abdominal pain, bleeding or shortness of breath.
- Assists with patient check-out including faxing refills and prescriptions, making appointments and generating letters as needed.
- Performs EKG's on scheduled and emergency patients
- Maintains supply inventory in exam rooms.

### **Qualifications:**

- High School graduate or higher
- CNA or CMA certification,
- Experience in an ambulatory medical facility is helpful but not necessary.
- Strong customer service orientation
- Bi-lingual preferred

This job description reflects management's assignment of essential functions and position responsibilities. Nothing in this job description restricts management's rights to assign or reassign duties and responsibilities to this job at any time.

All interested applications should send their resume to [hr@unionhealth.org](mailto:hr@unionhealth.org) or fax to the HR Department at 312-423-4326. Applications with no cover letter will not be accepted.