

Job Classification Specification

Jobcode Data

Effective Date Job Code 044512 Status A Reg/Temp Preferred

Description NURSE'S ASSISTANT 2*

Minimum Salary Range \$2083.00 Maximum Salary Range \$3117.00

Job Classification Specification

Effective Date 06/15/2023

SUMMARY

Summary: Under general supervision, is responsible for nurse assisting duties of average difficulty in providing basic support to licensed health care providers; and performs related work as required.

Distinguishing Features: This is the working level class in the Nurse's Assistant sub-series. An employee in this class may be assigned to work days, evenings, nights, and/or weekends in an institution, clinic, or home providing basic support to licensed health care providers. This flexibly staffed class differs from Nurse's Assistant 1 in that an incumbent of the latter performs entry-level duties but is not responsible for performing laboratory control procedures.

RESPONSIBILITIES

Assisting and Caring for Others:

1. Provides direct daily living care for residents: answers signal or call lights; bathes, dresses and feeds residents; moves, lifts or transfers residents; labels and inventories residents' personal items.
2. Provides a safe and secure environment for residents: adjusts heel and elbow protective devices; restrains residents; escorts residents to proper areas in the event of an emergency.
3. Demonstrates self care; observes residents to identify general changes in behavior (e.g., eating and sleeping habits, and appearance); writes notes on progress made in daily living activities; observes patients' overall physical condition.

Handling and Moving Objects:

1. Provides specimens for transport to an outside laboratory.

Performing General Physical Activities:

1. Provides basic support to licensed medical provider (e.g., lifting transferring and holding children, stocking and

- cleaning clinic rooms, and maintaining supply room).
2. Provides direct daily living care for residents: bathes dresses and feeds residents; moves, lifts or transfers residents.

Monitor Processes, Material or Surroundings:

1. Performs lab controls to ensure accuracy of equipment and materials.

Interacting with Computers:

1. Interacts with multiple computer software systems and websites to enter and receive information as appropriate.

Documenting/Recording Information:

1. Documents completed tests and results in a written and/or computerized format.
2. Records appropriate procedure codes on documents in a written format.

Performing Administrative Activities:

1. Ensures confidentiality of client information according to state and federal guidelines.

Updating and Using Relevant Knowledge:

1. Complies with and adapt to current state and federal program and policies and all applicable laws.

Performing for or Working Directly with the Public:

1. Serves clients with dignity and respect in a professional manner.

Processing Information:

1. Verifies appropriate codes based on procedures.
2. Calculates Body Mass Index (BMI) using standardized formula.

Developing and Building Teams:

1. Demonstrates responsibilities for other co-workers' job duties to cover breaks, lunches, absences, etc., to ensure and maintain interpersonal relationships and an efficient work flow.

Getting Information:

1. Interviews the client to determine the purpose of the visit.
2. Questions the client for medical history and understanding of clinical procedures.
3. Assesses the client for requested and/or additional services.
4. Obtains the necessary vital signs, measurements, screenings and laboratory tests.

Communicating with Supervisors, Peers or Subordinates:

1. Maintains positive, constructive and cooperative communication with supervisors or peers.

Communicating with Persons Outside Organization:

1. Serves as a liaison between staff, vendors and other external sources.
2. Informs clients of programs, procedures and the accessibility of services.

QUALIFICATIONS

Education and Experience: Education equivalent to graduation from a standard high school and experience equivalent to one year in one or a combination of the following: providing individuals with full time personal (e.g., cleaning, serving meals, and dressing), habilitative, rehabilitative or medical care; medical records keeping or medical laboratory work.

Substitution of Education for Experience: A diploma in practical nursing or certificate in nurse assisting or medical assisting may substitute for the year of required experience.

OR

Nursing or medical assisting course work credit received from an accredited college or university may substitute for the required experience on a month-for-month basis to a maximum of one year such that 18 quarter hours in nursing substitutes for the year of required experience.

Substitution of Experience for Education: Qualifying experience in assisting individuals with their personal, habilitative, rehabilitative or medical needs; medical records keeping; medical laboratory work; and/or office clerical work may substitute for the required education (e.g., experience equivalent to one year of full-time work in one or a combination of the above listed fields may substitute for one year of the required education).

Necessary Special Qualifications: A valid motor vehicle operator license may be required. Education equivalent to a high school diploma is required for certain positions.

Positions within the Division of Rehabilitation Services of the Department of Human Services will be required to:

1. Complete a criminal history disclosure form in a manner approved by the appointing authority;
2. Agree to release all records involving their criminal history to the appointing authority;
3. Supply a fingerprint sample prescribed by the TBI based criminal history records check;
4. Submit to a review of their status on the Department of Health's vulnerable persons registry.

COMPETENCIES

Competencies:

1. Approachability
2. Boss Relationships
3. Conscientious
4. Copes well in Stressful Environment
5. Customer Focus
6. Integrity and Trust
7. Listening

8. Patience
9. Reliable
10. Written Communications

Knowledge:

1. Customer and Personal Service
2. Mathematics
3. Public Safety and Security

Skills:

1. Active Learning
2. Active Listening
3. Mathematics
4. Reading Comprehension
5. Speaking
6. Writing
7. Coordination
8. Service Orientation
9. Social Perceptiveness
10. Quality Control Analysis
11. Time Management

Abilities:

1. Deductive Reasoning
2. Inductive Reasoning
3. Mathematical Reasoning
4. Memorization
5. Number Facility
6. Oral Comprehension
7. Oral Expression
8. Problem Sensitivity
9. Selective Attention
10. Spatial Orientation
11. Time Sharing
12. Visualization
13. Written Comprehension
14. Written Expression
15. Arm-Hand Steadiness
16. Finger Dexterity
17. Manual Dexterity
18. Extent Flexibility
19. Gross Body Coordination
20. Auditory Attention
21. Speech Clarity
22. Speech Recognition

TOOLS & EQUIPMENT

1. Personal Computer
2. Telephone
3. Fax Machine
4. Printer
5. Scanner
6. Copy Machine
7. Calculator
8. Thermometers
9. Sphygmomanometer
10. Scales
11. Measuring Tape
12. Measuring Board
13. Sure Sight
14. Centrifuge
15. Stethoscope

Other Medical Related Equipment as Required