

Job Description



Johnson County Government
Department of Human Resources

Job Title: Nurse Assistant **Job Code:** 903200 **Job Family:** Direct Care
Pay Grade: JC.13.12 **FLSA:** Non-Exempt **EEO:** Technicians
Department/Agency: Countywide **Position Number(s):** Multiple
Recommended Position Title(s): Nurse Assistant

The following Core Competencies apply to everyone and are essential to all County jobs:

- Accountability – Follows-up on and meets commitments, takes ownership for work, and possesses a strong ability to stay focused on individual, department, and County results.
- Communication – Clearly and effectively expresses ideas and thoughts (verbally and in writing); listens actively.
- Customer Focus & Public Relations – Builds positive internal and external customer relationships; is committed to customer satisfaction; assumes responsibility for solving customer problems and ensures commitments to customers are met.
- Initiative – Independently acts to resolve problems and provide solutions; seeks out new responsibilities; generates new ideas; practices self-development.
- Safety – Understands and supports safety standards as required by the job; keeps the workplace clean and safe.
- Teamwork– Encourages and facilitates cooperation, pride, and trust among the team; fosters commitment and team spirit; works cooperatively with others to achieve overall goals.

Essential Duties:

- Collects and documents patient history; measures and records vital signs; gathers, observes and reports information regarding patient behaviors, complaints, or symptoms; obtains, processes, and handles lab specimens; administers medications or treatments under the direction of nursing or medical staff.
- Completes and submits documentation regarding patient care and condition.
- Provides patients and families with supportive resources; educates patients in areas impacting health, wellness, and daily living activities
- Completes routine tasks to ensure a clean and safe environment for patients; stocks supplies and resources; monitors and adjusts the scheduling of patient flow in the clinic; prepares patients for examinations and treatments; remains with patients during exam performing supportive tasks for the service provider.

Supervisory Responsibilities:

- Yes No This position is also responsible for the supervision and leadership of employees, which includes making employment-related decisions and/or recommendations, and formally evaluating performance.

Duties and responsibilities, as required by business necessity may be added, deleted or changed at any time at the discretion of management, formally or informally, either verbally or in writing. Scheduling and shift assignments and work location may be changed at any time, as required by business necessity.

Minimum Job Requirements:

High school diploma or equivalent and completion of a Certified Nursing Assistance (CNA) or Certified Medical Assistant (CMA) program are required. Certification as a Certified Nursing Assistant (CNA) or Certified Medical Assistant (CMA) is required. May require KS/MO driver's license, depending on department or agency.

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Johnson County Government requires reference/background screening for all positions. Specified criteria may vary by Department/Agency.

Preferred Job Requirements:

One year of experience in a healthcare setting is preferred.

Education/Experience Substitutions:

Yes No Experience may be substituted for degree.

Yes No Education may be substituted for experience.

Physical, Environmental, and Special Working Conditions:

Excessive walking and/or standing: 60%.

Lifting: requirement varies by assignment.

Exposure to hazardous materials (bodily fluids).

All County employees may be called upon to assist other departments in a declared emergency situation.