

CHEYENNE RIVER SIOUX TRIBE  
DIABETES PROGRAM  
NURSE AIDE

DESCRIPTION OF WORK

General Statement of duties: Provides quality nursing aide services to the patients of the reservation.

Supervision Received: Works under the immediate supervision of the Diabetes Program Coordinator

Supervision Exercised: None.

EXAMPLE OF DUTIES (Duties may include but are not limited to the following):

Obtains vital signs, blood sugars, other lab tests on patients, and reports abnormal vital signs to the nurse/provider per policy.

Assists Nurse/Provider with duties within scope of practice.

Assists with registration and scheduling of patients.

Sees that all documentation in medical record is correct.

Documents patient information in EHR and/or PCCC with training provided.

Seeks assistance from the supervisor, charge nurse, co-workers, or IHS staff should it be necessary.

Provides education to patients on safety and provides education on glucometers use to patients as needed.

Assists with hygiene of patients.

Provides daily living assistance to patients.

Maintains supplies for the clinic, program, and for patients.

Maintains a safe work environment for patients, guests, and staff.

Gives first aid treatment to minor injuries of patients under supervision of nurse or provider.

Maintains and cleans equipment as needed.

Participates in all trainings and staff meetings deemed necessary by supervisor.

Works as a team member to assist program and patient needs.

Other job related duties as assigned.

## MINIMUM QUALIFICATIONS

Required Knowledge, Skills and Abilities: Must have the ability to work effectively with community members. Must exhibit an interest to upgrade health skills. Must exhibit an interest in applying new skills provided in training. Must have excellent communication skills, both oral and written. Must obtain experience of RPMS/EHR system and data entry training. Must obtain experience working with medical records.

Education: **Must possess a High School Diploma or GED certificate.** Must possess or be able to obtain Nurse Aide certification in the State of South Dakota.

Experience: Must possess or obtain quality-related experience in this or related field of work.

Special Requirements: Confidentiality is very important when working in any Health Department. It is a HIPPA regulation that all matters pertaining to individual problems and health records be confidential. Failure to comply will be cause for dismissal, and incumbent may be subject to criminal penalties or punishment. CRST Personnel Policies and Procedures must also be adhered to regarding confidential information within the scope of work, in the department or office. This position is strictly prohibited from participating in political activity. Must be able to maintain favorable public relations.

**Must have a valid South Dakota driver's license** and be insurable under Tribal liability insurance policy. CPR/First Aide certification are required within six (6) months of employment and keep current.

This position is subject to mandatory drug and alcohol testing in accordance with the Cheyenne River Sioux Tribe's Drug and Alcohol Testing Policy. Incumbent is subject to Tribal/Local, Federal, and State background checks in accordance with P.L. 101-630, P.L. 101-647 and Resolution No. 86-2013-CR.

Revised Date: 12.15.14