

Classification Title: Nurses Aide

FLSA Status: Non-Exempt

BRIEF DESCRIPTION: Prepares patients for clinical visits. Performs general tests such as blood pressure checks and documents general information about patient such as height and weight. Completes initial and routine documentation.

ESSENTIAL FUNCTIONS:

This information is intended to be descriptive of the key responsibilities of the position. The following examples do not identify all duties performed by any single incumbent.

S Sedentary	L Light	M Medium	H Heavy	V Very Heavy
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

#	Code	Essential Functions
1	L	Provides information and written materials to patients regarding their condition(s), general health or specific health issues. Answers general questions and refers additional issues or questions to medical staff.
2	L	Inventories stock and supplies. Ensures that equipment is in working order. Requisitions and restocks supplies as necessary.
3	L	Obtains and records basic information and measurements. Provides information to nurse, physician or other medical provider. Records information and maintains various records of work performed.
4	L	Reviews records and refers patients to lab, x-ray or for other services, per orders. Completes preliminary forms for referrals.

CLASSIFICATION REQUIREMENTS:

CLASSIFICATION REQUIREMENTS	
Education	High school diploma and successful completion of a structured course/training as a Nurses Aide or Home Health Aide.
Experience	None
Equivalent Education & Experience Accepted?	Yes
Certification and Other Requirements	Certification as a Nurses Aide is required.
Reading	Intermediate
Math	Basic
Writing	Intermediate

CLASSIFICATION REQUIREMENTS	
Managerial	Receives Direction.
Budget Responsibility	Has no budget responsibility.
Supervisory / Organizational Control	No responsibility for the direction or supervision of others.
Interpersonal / Human Relations Skills	Work requires regular contact with individuals and may require providing advice to others on specific issues and/or general policies. Contacts may require the consideration of different points of view to reach agreement. Elements of persuasion may be necessary to gain cooperation and acceptance of ideas.

OVERALL PHYSICAL STRENGTH DEMANDS:

Sedentary	Light	Medium X	Heavy	Very Heavy
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

MACHINES, TOOLS, EQUIPMENT, AND WORK AIDS:

Basic medical tools and screening equipment and supplies, calculator, computers, printers and related software

PRIMARY WORK LOCATION	
Office Environment	Shop
X Clinic	Vehicle
Recreation Centers/Neighborhood Centers	Warehouse
Outdoors (see 1 below)	Other (see 2 below)

(1) N/A

(2) N/A

PROTECTIVE EQUIPMENT REQUIRED:

Gloves, masks, lab coat