

**INSTITUTES FOR BEHAVIOR RESOURCES, INC.**

**JOB DESCRIPTION**

<b>Job Title:</b> Nursing Assistant	<b>Job Code:</b> Grade 4
<b>Center/Program/Dept.:</b> SAC/R.E.A.C.H. MHS/Medical	<b>Job Status:</b> (SE, SNE, HRLY) Salary, Non-Exempt
<b>Work Location/Address:</b> Mobile Unit(s) + 2104 Maryland Avenue Baltimore, MD 21218	<b>Work Status:</b> (Reg/Temp; FT/PT/OC)  Regular, Full-Time
<b>Supervisor:</b> Physician Assistant	<b>Work Schedule:</b> (Day/Evening/Weekend; Essential/Non-Essential)  Day; Non-Essential
<b>Attachment(s):</b> Physical Requirements/Activities Form IBR Orientation and Training Schedule	<b>Personnel Category:</b> (A, B, C, D, E) C
<b>Issue/Review and/or Revision Date:</b> 1/03, 9/08	<b>OSHA Category:</b> (I, II, III) I

**JOB SUMMARY:** *(Brief description of the main purpose of the job, how it relates to the mission of the agency, and nature of supervision received.)*

Responsible for providing direct and indirect patient care as assigned by the Physician Assistant or other health care professional of the R.E.A.C.H. Mobile Health Service program.

**ESSENTIAL FUNCTIONS:** *(Statements that identify the fundamental duties and responsibilities that must be preformed.)*

1. Obtains saliva samples per randomized patient selection.
2. Observes the collection of urine samples as requested by appropriate staff
3. Performs preliminary pregnancy test as indicated.
4. Completes specimen labels and required paperwork for the transfer of specimens to the designated laboratory.
5. Enters results of laboratory tests in patient charts and in appropriate databases including breathalyzer readings.
6. Assists other healthcare professionals with the collection of data and patient care; including alcohol breathalyzer readings, vital signs, etc.
7. Monitors inventory of oral fluid test kits by funding source and serves as liaison with the laboratory for ordering supplies.
8. Assists the medical department with filing of medical material in patient charts.
9. Verifies medical supply inventory and advises the nursing staff of re-supply needs.
10. Ensures that federal regulations on confidentiality governing patient's rights are enforced.
11. Seeks assistance from program supervisor(s) and designated staff as needed.
12. Attends monthly staff meetings.
13. Adheres to accepted ethical and behavioral standards of conduct, and attends trainings and formal education as needed to maintain and/or advance credentialing or develop job skills.
14. Performs all duties and tasks in a timely manner and/or in the timeframe specified by supervisor(s) and in Medical Documentation Requirements to meet the needs of the department and/or patients.
15. Adheres to all IBR and program/departmental policies and procedures, including attendance and safety policies, and supports IBR and program/department mission, goals, and philosophy in all interactions with patients, staff, and other business contacts.
16. Attends all mandatory trainings established by IBR.
17. Maintains a neat and professional work environment and exercises care in the use of facilities, equipment, and materials.
18. Interacts with IBR staff, patients, and other business contacts in an appropriate and professional manner.

**NON-ESSENTIAL FUNCTIONS:** *(Statements that identify sporadic duties that may be periodically performed.)*

1. Participates in Continuous Quality Improvement (CQI) Program.
2. All other duties as assigned.

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**KNOWLEDGE, SKILLS, AND ABILITIES:** *(List any knowledge, skills, and abilities that are critical to successful job performance.)*

1. Knowledge of federal, state, local, and agency regulations, policies and procedures governing human subject research, confidentiality, and medication-assisted treatment delivery.
2. Knowledge of support systems and community resources available to patients and their significant others.
3. Excellent verbal and written communication skills, with knowledge of medical terminology as related to substance abuse and dependence.
4. Ability to carry out duties with minimal supervision.
5. Ability to develop and maintain effective and ethical therapeutic relationships with individuals and groups.
6. Ability to recognize signs of patient impairment, and conduct substance use detection screenings.
7. Ability to accurately document information.
8. Knowledge of computers, and word processing and data processing software.
9. Ability to work with a culturally diverse population.
10. Ability to satisfactorily pass a criminal background check as required by regulatory agencies.
11. Ability to pass pre-employment drug screen.

**EDUCATION AND EXPERIENCE:** *(List of minimum required educational degrees, licenses, registrations.)*

1. High school diploma or equivalent plus completion of a nursing assistant program. Additional nursing assistant experience may substitute for advanced educational requirement.
2. Minimum of one year's experience as a nursing assistant in a healthcare program or healthcare facility with knowledge of patient care techniques, medical record keeping and patient confidentiality requirements.

**JOB DESCRIPTION APPROVAL:**

_____ Supervisor Signature	_____ Date
_____ Program/Department Management Signature	_____ Date
_____ Human Resources Signature	_____ Date

I have received and reviewed a copy of this job description and understand my responsibilities.

_____ Employee Signature	_____ Date
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