

**POSITION IS LOCATED IN A SMOKE-FREE ENVIRONMENT**

**VACANCY ANNOUNCEMENT**

**GA-03-125**

**OPENING DATE**

**07-22-03**

**CLOSING DATE**

**08-04-03**

**POSITION TITLE**

**NURSING ASSISTANT**

**LOCATION & DUTY STATION**

**NURSING SERVICES – MED SURG.  
Gallup Indian Medical Center  
Gallup, New Mexico**

**GRADE/SALARY**

**GS-621-03; \$20,459.00 Per Annum**

**GS-621-04; \$22,968.00 Per Annum**

**GS-621-05; \$25,697.00 Per Annum**

**NUMBER OF VACANCY: ONE(1)**

**PCN: 204519**

**APPOINTMENT**

**PERMANENT**

**TEMPORARY**

**NTE: \_\_\_\_\_**

**WORK SCHEDULE**

**FULL TIME**

**PART TIME**

**INTERMITTENT**

**AREA OF CONSIDERATION**

**COMMUTING AREA**

**NAVAJO AREA WIDE**

**IHS WIDE**

**DHHS**

**SUPERVISORY/MANAGERIAL**

**YES, MAY REQUIRE ONE YEAR PROBATION**

**NO**

**PROMOTION POTENTIAL**

**YES, TO GRADE: GS-04 OR GS-05**

**NO KNOWN POTENTIAL**

**HOUSING**

**YES, GOVERNMENT HOUSING AVAILABLE**

**PRIVATE HOUSING ONLY**

**TRAVEL/MOVING**

**MAY BE PAID FOR ELIGIBLE EMPLOYEE**

**NO EXPENSES PAID**

**DUTIES:** Provides nursing care to assigned patients under the direction of a registered nurse in accordance with established unit policy. Provides basic nursing care to patients with a variety of conditions, illness, and/or injuries (i.e., routine pre and post op care; routine ante and post partum care; apply and remove simple binders, dressings, slings, braces, etc.,; apply heat and cold packs, assist patient in ambulation, transferring, positioning; etc.) Responsible for obtaining and recording patient information as assigned per unit policy (i.e., vital signs, height, weight, I&O, etc.) Shares in the responsibility of maintenance of clinical records and nursing care plans. Adheres to confidentiality policies and the Privacy Act. Responsible for accurate input into unit computer systems such as ADT system. Assists in the arrangement of clinic appointments and discharge/transfer transportation per nursing policy. Maintains a courteous and professional manner in contact with patients, family, and other customers. Assists in answering phone and supplying routine information per unit procedure. Assists in admitting and discharging patients. Assists in post-mortem care. Transports patients to various hospital departments. Assists in transport of patients requiring minimal care to other facilities per nursing policy. Shares in the responsibility for reporting observations by observing the patient's condition and reactions, and by keeping the nurse in charge informed of condition changes. Assists patient in Activities of Daily (ADL) in accordance to the units' checklist. Provides comfort measures as necessary. Provides patient education and documents as per hospital policy. Assists health provides in examination of patients by explaining procedures, positioning, draping and assembling instruments and supplies. Performs general maintenance duties including cleaning, arranging, and restocking supply cabinets; cleaning and sorting supplies,