

REPORTS TO:	Medical Surgical Manager
REVISED:	09/21, 05/24, 03/25, 08/25, 2/2026
	See current organizational chart for oversight/administrative support information

PRIMARY FUNCTION:

Responsible for **Advancing Exceptional Care** by prioritizing Safety and Quality in every aspect of patient care. This role is committed to fulfilling essential duties that enhance patient outcomes, operational efficiency, and overall healthcare standards, ensuring all actions align with the philosophy, goals, and objectives of **Clarinda Regional Health Center (CRHC)**. By maintaining the highest level of care, this position supports CRHC's dedication to fostering a safe, compassionate, and high-quality healthcare environment for our patients and community.

QUALIFICATIONS:

Education and/or Experience

- High School graduate or equivalent preferred
- Must complete and pass a 75-hour nursing assistant course

Certificates, Licensure, Registrations

- Current Certification as a Nursing Assistant in State of Iowa
- For job-specific certifications refer to the [Education Certification Requirements by Job Category](#): Clinical Staff

WORK SCHEDULE & SHIFT REQUIREMENTS:

The facility operates 24/7; however, work schedules may vary based on departmental needs to ensure the highest standard of patient care and operational efficiency. Flexibility will be expected.

- Weekend and Holiday rotation as needed.
- Eligible for shift differentials where applicable.
- Position is classified as non-exempt and eligible for overtime in accordance with labor laws.

PHYSICAL REQUIREMENTS & WORKING CONDITIONS:

This position involves a combination of physical activities necessary to perform essential job functions effectively. The employee should be able to:

- **Sit, stand, and walk** for varying lengths of time throughout the workday.
- **Lift, push, pull, or carry** light to moderate loads, with assistance available for heavier items.
- **Use fine motor skills**, including grasping, reaching, and handling equipment or materials as needed.

- **Perform routine movements**, such as typing, writing, or handling supplies.
- **Bend, stoop, kneel, or crouch** occasionally for job-related tasks.
- **See and hear** well enough to read documents, operate equipment, and communicate effectively.
- **Work in a dynamic environment**, adapting to occasional changes in pace or setting.

Reasonable accommodations will be considered to support individuals in performing essential job functions.

ESSENTIAL JOB DUTIES & RESPONSIBILITIES

At CRHC, our core values—**Compassion, Advancing, Relationships, and Exceptional**—are at the heart of everything we do. These values drive our commitment to **Advancing Exceptional Care**, ensuring that we provide the highest quality care to our patients while supporting and empowering our team members. We believe in creating a compassionate environment where relationships are nurtured, collaboration is encouraged, and excellence is expected.

As a member of our team, you will embody these values in your daily work by:

- **Compassion:** Demonstrating empathy and kindness in every interaction, recognizing the unique needs of our patients and colleagues.
- **Advancing:** Embracing innovation, continuous learning, and striving for improvement in all aspects of patient care and team collaboration.
- **Relationships:** Building trust through open communication and teamwork, fostering a supportive atmosphere that prioritizes respect and understanding.
- **Exceptional:** Holding yourself to the highest standards, delivering superior care, and contributing to a culture of excellence that impacts both patients and colleagues.

Regulatory & Scope Compliance

- Practices within CNA scope per state law, CMS, and DNV standards.
- Adheres to hospital policies, procedures, and standards of care.
- Maintains required competencies and completes mandatory education.

Patient Care & Clinical Support

- Provides direct patient care and assists with ADLs.
- Recognizes and reports changes in patient condition promptly.
- Implements plan of care as delegated by licensed nurse.
- Supports age-specific care based on growth and development.

Emergency Preparedness & Response

- Recognizes emergency situations and initiates response per policy.

- Participates in emergency interventions within scope.
- Complies with emergency preparedness protocols and drills.

Communication & Care Coordination

- Communicates effectively with interdisciplinary team.
- Maintains professional communication with patients, families, and staff.
- Reports patient status changes using SBAR.

Documentation & Health Information

- Documents care accurately and timely in electronic medical records
- Ensures documentation supports care, quality reporting, and reimbursement.

Patient Safety & Infection Prevention

- Follows patient safety goals and infection prevention protocols.
- Identifies and reports safety risks, near misses, and adverse events.
- Uses equipment safely and appropriately.

Resource Utilization

- Uses hospital resources responsibly.
- Maintains clean, safe, and organized environment.

Professional Accountability

- Demonstrates accountability and reliability.
- Adheres to CRHC values of Advancing Exceptional Care.
- Accepts feedback and participates in performance improvement.

Quality Program Participation

- Actively participates in CRHC's Quality Program, committees, performance improvement initiatives, and operational support activities.
- Demonstrates a commitment to Quality Improvement (QI) practices.
- Regularly attends Department huddles.
- Completes tasks as outlined on the Department Huddle Board.

Other Responsibilities

- Performs additional duties as assigned to support the strategic initiatives of CRHC.

ESSENTIAL FUNCTION FORM

In compliance with the Americans with Disabilities Act, we are requesting that you read the job description and answer the following question. If you would like assistance with this process, please ask Human Resources.

Can you perform the essential functions of the position with or without reasonable accommodations?

YES

NO

Name (please print): _____

Signature: _____ Date: _____