



**GRANT COUNTY**  
— HUMAN RESOURCES —

# Certified Nursing Assistant Health Department

The **Grant County Health Department is recruiting for a part time CNA.** This is a para-professional position under the supervision of a professional nurse, performing selected duties that do not involve skilled nursing or require nursing judgment. These duties must be supportive, supplementary, and complimentary to nursing practice. The aide sees only patients assigned by the nurse coordinating the care of the patient and during hours when a nurse is available by telephone. This position may also assist with clerical duties and phone coverage.

**Non-Benefit Position:** Work hours will vary; Monday – Friday, 8 a.m. to 4:30 p.m.

**Start Rate:** \$21.92

## **MINIMUM QUALIFICATIONS**

### **Education:**

- Must have a high school diploma or equivalent
- Must have completed the Certified Nursing Assistant (CNA) course and clinicals

### **Experience:**

- Minimum one (1) year experience in electronic charting desired
- At least one (1) year of recent experience as a nursing assistant desired but not required
- Experience with electronic medical records

### **Notes:**

- Must be able to pass a pre-employment health screening
- Must be able to pass a Caregiver Background Check
- Must not be listed as excluded on the federal government excluded parties listing
- Must have valid driver's license, ability to travel to patient homes within Grant County

**How to Apply:** A [Grant County application for employment](http://www.co.grant.wi.gov) and job description may be obtained at [www.co.grant.wi.gov](http://www.co.grant.wi.gov) or by contacting the Grant County Human Resources Department (608)723-2540.

**Letter of interest, resume, and Grant County Application should be submitted by 4 p.m. on Monday, January 26, 2026 to:**

**Grant County Human Resources**  
111 S. Jefferson St. - PO Box 529  
Lancaster, WI 53813

*This is an **Affirmative Action/Equal Employment Opportunity employer (AA/EEO)**. All qualified applicants are encouraged to apply including minorities, veterans, women, and persons with work related limitations.*

## GRANT COUNTY JOB DESCRIPTION

**TITLE:** CNA

**DEPARTMENT/ AGENCY:** Health Department

**IMMEDIATE SUPERVISOR:** Assistant Director

**PAY GRADE:** E

### **NATURE OF WORK**

This is a para-professional under the supervision of a professional nurse, performing selected duties that do not involve skilled nursing or require nursing judgment. These duties must be supportive, supplementary and complimentary to nursing practice. The aide will see only patients assigned by the nurse coordinating the care of the patient and during hours when a nurse is available by telephone.

### **MINIMUM QUALIFICATIONS:**

#### **Education:**

- Must have a high school diploma or equivalent
- Must have completed the Certified Nursing Assistant (CNA) course and clinicals

#### **Experience:**

- Minimum 1 year experience in electronic charting desired
- At least one year of recent experience as a nursing assistant desired but not required
- Experience with electronic medical records

#### **Notes:**

- Must be able to pass a pre-employment health screening
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### **Knowledge, Skills and Abilities:**

This position is expected to develop, maintain and utilize relevant competencies in the following areas: Analytic Assessment Skills; Policy Development/Program Planning Skills; Communication Skills; Cultural Competency Skills; Community Dimensions of Practice Skills; Basic Public Health Sciences Skills; Financial Planning and Management Skills; Systems Thinking Skills. Additionally, the position is required to have the following:

- Ability to communicate in English, both verbally and in writing
- Good problem-solving skills
- Good computer skills including use of laptop computers with ability to learn agency system
- Must be able to maintain confidentiality regarding patient, employee and agency proprietary information
- Must have the ability to relate professionally and positively and work cooperatively with patients, families, and other employees at all levels
- Able to move and transfer patients

### **ESSENTIAL FUNCTIONS**

- Conferences with the nurse at least every 2 weeks, as soon as possible if there is a change or a problem

- Help patients with bathing, care of mouth, skin, hair
- Help patients to use the bathroom
- Help patients to transfer in and out of bed, assisting with ambulation
- Help patient with prescribed exercises which the patient and Home Health Aide have been taught by appropriate professional personnel
- Perform such incidental household services as are essential to the patient's health care at home and necessary to prevent or postpone institutionalization
- Assist with medications that have been preselected by an RN that are ordinarily self-administered and have been specifically ordered by a physician
- Assist with other personal care needs of patients upon specific assignments
- Maintain records and reports as required by the Health Department
- Attend educational and training programs as required by the Director

**SUPERVISION RECEIVED**

Works under the written instructions of a registered nurse, therapist, or Hospice Care Team

- The Registered Nurse has a case conference with the home health aide to review the patient's care as necessary, but at least every 2 weeks
- The Registered Nurse makes a supervisory visit to the patient's residence at least every two weeks for home health aide. Visits may be:
  - When the aide is present to observe and assist
  - When the aide is absent to assess relationships and determine whether goals are being met

**SUPERVISION EXERCISED**

None

**ENVIRONMENTAL FACTORS**

This position works in office, clinic, and client home settings; exposures to sharps, biological hazards and communicable diseases are frequent and require the use of personal protective equipment; may be exposed to high temperature and humidity; must be able to lift up to fifty pounds

**CLOSING STATEMENT**

This description has been prepared to assist in evaluating duties, responsibilities and skills of this position. It is not intended as a complete list of specific responsibilities and duties, nor is it intended to limit duties to those listed. It is understood that the supervisor has the right to assign, direct, and modify duties and responsibilities.

Revised 03/25/2025

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I have read and understand this job description. I agree to accept the responsibilities and duties as outlined.

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Employee