



GRANT COUNTY
— HUMAN RESOURCES —

Certified Nursing Assistant Health Department

Grant County Health Department is seeking a **Certified Nursing Assistant (CNA)** to join our team. This para-professional position works under the supervision of a professional nurse and provides supportive patient care that complements nursing practice. The role may also assist with clerical duties and phone coverage.

Non-Benefit Position: As-needed, with varying hours Monday through Friday, 8 a.m. to 4:30 p.m.

Starting Pay: \$21.92 per hour

MINIMUM QUALIFICATIONS

- High school diploma or equivalent
- Completion of a **Certified Nursing Assistant (CNA)** course and clinicals
- One year of electronic charting desired
- Recent nursing experience desired, but not required
- Experience with electronic medical records
- Valid driver's license and ability to travel to patient homes within Grant County

How to Apply: A Grant County application and full job description are available at www.co.grant.wi.gov or by contacting the Grant County Human Resources Department (608)723-2540.

Applicants should submit a **letter of interest, resume, and Grant County Application** by **4 p.m. on Friday, June 19, 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
- 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

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.

_____ / ____ / ____
Employee