



INTERNAL JOB POSTING ANNOUNCEMENT

CERTIFIED NURSE ASSISTANT (CNA) – VOLUNTEER PROGRAM

Scottsdale Training & Rehabilitation Services (STARS) is seeking a **P/T Certified Nurse Assistant (CNA)** to join the Volunteer Program and COVID-19 Response Team. Incumbent will foster a caring positive image and serve to improve the lives of individuals with developmental and cognitive disabilities.

STARS is a non-profit organization in Scottsdale that serves youth and adults with developmental disabilities along with their families. STARS mission is to improve the lives of people with developmental disabilities by providing a wide array of programs that serve a variety of needs. STARS offers day training programs for adults as well as employment opportunities in its work centers and the community. STARS empowers individuals with developmental disabilities and their families to be able to integrate into the life of the community.

POSITION SUMMARY:

A Certified Nursing Assistant (CNA) puts service first and ensures that employees, participants and families receive the highest quality of service in a caring and compassionate atmosphere, which recognizes the individual's needs and rights. Will work with in collaboration with management and/or a Licensed/Registered Nurse to directly impact the resident's quality of life through assisting with caregiving.

DUTIES AND RESPONSIBILITIES:

- Provides for general activities of the COVID-19 health screening process
- Conducts daily temperature screenings of employees, participants, families, and visitors as needed
- Helps with the administering of STARS COVID-19 policy and procedures such as filling out paperwork, ensuring social distancing, sanitizing, etc.
- Provides employee comfort by utilizing resources and materials; directing participants; call lights and requests; and reporting observations of the client to appropriate supervisor.
- Documents actions by completing forms, reports, logs, and records.
- Maintains work operations by following policies and procedures.
- Protects organization's value by keeping employee and/or client information confidential.
- Serves and protects the agency clients, visitors, community by adhering to professional standards, policies, and procedures; federal, state, and local requirements; and local standards.
- Updates job knowledge by participating in educational opportunities, reading professional publications, participating in professional organizations, and maintaining licensure.
- Enhances agency and department reputation by accepting ownership for accomplishing new and different requests; and exploring opportunities to add value to job accomplishments.
- Assist with managing incoming and outgoing participants, clients, etc.
- Demonstrate professionalism by exhibiting role model behavior and by using appropriate language, dress, manners, and respect.
- Communicates and interacts with employees, participants and/or groups basis promoting appropriate behavior and support.
- Able to speak to others clearly, professionally and with respect
- Strictly adhere to STARS confidentiality policies and state and federal laws.
- Willingness to work with and interact with individuals who have developmental disabilities and physical/communication challenges.
- Show respect and engage in appropriate interactions with co-workers, community partners, participants, and families/guardians

MINIMUM QUALIFICATIONS/REQUIREMENTS:

- High School Diploma; 1 year related experience and/or training; one-year experience working in a hospital or home care setting; are desirable. Experience working with individuals who have developmental disabilities a plus. OR, any equivalent combination of education and/or experience from which comparable knowledge, skills and abilities have been achieved.
- Must have AZ driver's license, satisfactory 39 month driving record; Must meet DES requirements for fingerprint clearance.
- Must pass a criminal/background screening.
- Must be 20 years of age or older. Normal or corrected visual acuity.
- Must be able to frequently stand; walk; sit and able to assist participant with physical challenges, such as pushing a wheelchair, kneeling, reaching, stretching, bending, etc.
- Must perform crisis intervention techniques to prevent behavior harmful to the participants or others. Respond appropriately in crisis situations by calling for assistance as needed; and able to physically perform First Aid/CPR.
- Must have the ability for a flexible schedule.
- CPR, First-Aid, Article 9, Prevention and Support; preferred.

DESIRED QUALIFICATIONS:

- Ability to follow daily direction.
- Excellent communication (verbal/written) and interpersonal skills
- Knowledge of developmental/cognitive and/or physical disabilities; behavior modification skills and intervention strategies that can be implemented.
- Ability to navigate, follow policy and read and interpret printed directions.
- Ability to function independently or as part of a team; able to work with a minimum amount of supervision.
- Ability to learn new program information, have excellent follow-through and problem-solving skills.
- Maintain a positive attitude and collaborative working relationships with participants, staff and families.
- Proficient computer skills in Microsoft Office Suite; specifically, Word, and Outlook, Excel.
- Demonstrate empathy and understanding of the challenges faced by disabled individuals.
- Communicate relevant information or concerns with manager.
- Ability to work under stressful conditions that may include dealing with difficult participants and handling multiple work assignments.

STARS is an Equal Opportunity Employer committed to a diverse and inclusive workforce. We consider applicants for all positions without regard to race, color, religion, gender, national origin, age, disability, or any other legally protected status.

If interested, submit **cover letter and resume** to jobs@starsaz.org