



## City of Deerfield Beach

### Certified Nursing Assistant (2 positions)

<b>SALARY</b>	\$20.18 - \$26.23 Hourly	<b>LOCATION</b>	North East Focal Point - City of Deerfield Beach, FL
<b>JOB TYPE</b>	Full-Time	<b>JOB NUMBER</b>	00857
<b>DEPARTMENT</b>	Community Services	<b>OPENING DATE</b>	08/11/2023
<b>CLOSING DATE</b>	8/22/2023 5:00 PM Eastern		

---

#### Description

THIS RECRUITMENT MAY CLOSE AT ANYTIME WITHOUT NOTICE, ONCE A SUFFICIENT NUMBER OF QUALIFIED APPLICATIONS HAVE BEEN RECEIVED. CANDIDATES ARE ENCOURAGED TO APPLY AT THEIR EARLIEST CONVENIENCE. The purpose of this position is to assist clients with all activities of daily living as needed and staff with recreation and socialization activities for clients. This class works under close supervision according to set procedures.

#### Examples of Duties

**Salary Range \$20.18 - \$26.23**

#### ESSENTIAL FUNCTIONS

The essential functions listed below are those that represent the majority of the time spent working in this class. Management may assign additional functions related to the type of work of the class as necessary.

- Assists clients with all activities of daily living as needed, such as using the restroom and eating.
- Assists recreation coordinator with recreation and socialization activities for clients.
- Assists bus drivers as needed and helps clients on and off bus.
- Logs entry and exit times.
- Takes and documents patient vitals.
- Responds to telephone inquiries.
- Maintains clients' charts as needed.
- Serves snacks and meals.
- Attends staff meetings and nursing seminars.
- Reports client activity and responses to the Nurse.
- Work is performed in a clinical setting and the employee may be exposed to communicable diseases.
- Other duties, responsibilities, and activities may change or be assigned at any time with or without notice.
- Work is performed under the direct supervision of the Nurse and reviewed for quality of service rendered to clients.

#### Typical Qualifications

##### **MINIMUM EDUCATION AND EXPERIENCE REQUIREMENTS:**

- High School Graduation or GED equivalent.
- Two (2) years of experience working with cognitively impaired adults or an equivalent combination of education, training and experience.
- Must possess and maintain a valid state driver's license with an acceptable driving history.

- Florida Certified Nursing Aide III.

## **Skills, Work Environment and Hours**

### **KNOWLEDGE SKILLS AND ABILITIES:**

- Knowledge of cognitive impairment.
- Skill in CPR, Heimlich maneuver, use of blood pressure cuff, and stethoscope.
- Ability to communicate effectively and work within interdisciplinary team with empathy and sensitivity.
- Ability to use small office equipment.

### **PHYSICAL DEMANDS:**

*Physical demands refer to the requirements for physical exertion and coordination of limb and body movement.*

- Performs medium work that involves walking, standing, stooping, jumping, dancing, stretching, or lifting all of the time and also involves exerting between 20 and 50 pounds of force on a regular and recurring basis or exceptional skill, adeptness and speed in the use of the fingers, hands or limbs in tasks involving very close tolerances or limits of accuracy.

### **WORK ENVIRONMENT:**

*Unavoidable hazards refer to the job conditions that may lead to injury or health hazards even though precautions have been taken.*

- Work is performed in a clinical setting and the employee may be exposed to communicable diseases.

### **WORK HOURS**

35 hours a week- Monday-Friday (May be required to work nights, weekends and holidays to meet the business needs of the City.)

### **AMERICANS WITH DISABILITIES ACT COMPLIANCE**

The City of Deerfield Beach is an Equal Opportunity Employer. ADA requires the City to provide reasonable accommodations to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.

**ESSENTIAL SAFETY FUNCTIONS** It is the responsibility of each employee to comply with established policies, procedures and safe work practices. Each employee must follow safety training and instructions provided by their supervisor. Each employee must also properly wear and maintain all personal protective equipment required for their job. Finally, each employee must immediately report any unsafe work practices or unsafe conditions as well as any on-the-job injury or illnesses. Every manager/supervisor is responsible for enforcing all safety rules and regulations. In addition, they are responsible for ensuring that a safe work environment is maintained, safe work practices are followed, and employees are properly trained.

### **EMERGENCY MANAGEMENT RESPONSIBILITIES**

Note: During emergency conditions, all City employees are automatically considered emergency service workers. City employees are subject to being called to work in the event of a disaster, such as hurricane, or other emergency situations and are expected to perform emergency service duties as assigned.

The City of Deerfield Beach values the service veterans and their family members have given to our country and supports the hiring of returning service members and military spouses.

### **IMPORTANT APPLICATION INFORMATION AND INSTRUCTIONS**

**Salary:** Salary ranges are listed on the job announcement. Appointments are typically made at the starting pay of the grade for candidates. Additional consideration may be given those candidates whose experience/education exceed the minimum qualifications.

### **Selection Process:**

All applicants must submit clear, concise and complete information regarding all relevant work history and qualifications for the position. It is the applicant's responsibility to update their NEOGOV profile with work experience, education, certifications and personal contact information when submitting each application. Submitted applications will be reviewed and only those applicants determined to be most qualified on the basis of experience, training and education, as submitted on the application, will be invited to participate further in the selection process. Communication regarding your application and/or status will be sent to the email address listed on your application. Please check your email regularly throughout the recruitment process. Candidates selected for to interview will be contacted for a phone interview. Candidates not selected will be notified via email.

**Background Investigation:**

Candidates who have successfully completed all prior phases of the selection process will be subject to a thorough pre-employment background investigation, which may include, an extensive criminal history, motor vehicle history, verification of current and prior employment, fitness for duty physical, drug screening, Level II fingerprint clearance, Department of Transportation (DOT) certifications and Clearinghouse registration, and any other relevant screenings required for the position.

---

**Agency**

City of Deerfield Beach

**Address**

150 NE 2nd Avenue

Deerfield Beach, Florida, 33441

**Website**

<http://www.deerfield-beach.com>

## Certified Nursing Assistant (2 positions) Supplemental Questionnaire

**\*QUESTION 1**

Which of the following best describes your highest level of education?

- ☐ Less than High School
- ☐ High School Diploma or Equivalent
- ☐ Associate's Degree
- ☐ Bachelor's Degree
- ☐ Master's Degree or higher

**\*QUESTION 2**

Which of the following best describes your experience in working with cognitively impaired adults? Your response must be validated by the information provided in the WORK EXPERIENCE section of your application and will be verified by Human Resources if selected.

- ☐ Less than one year
- ☐ More than 1 year but less than 2 years
- ☐ More than 2 years but less than 3
- ☐ More than 3 years but less than 4
- ☐ 4 years or more

**\*QUESTION 3**

Do you possess the required current and valid Certified Nursing Aid III license? (If Yes, please attach to application)

☐ Yes

☐ No

**\*QUESTION 4**

**Do you have possession of a valid Florida driver's license with an acceptable driving history? (must remain valid throughout employment)**

☐ Yes

☐ No

**\*QUESTION 5**

**Where did you hear about this job opportunity?**

☐ Governmentjobs.com

☐ LinkedIn

☐ Social Media

☐ Deerfield-beach.com

☐ Word of Mouth

☐ Other

\* Required Question