

## **CNA-Certified Nursing Assistant (Appleton)**

Tower Clock Surgery Center is seeking a compassionate, dependable, and patient-focused Certified Nursing Assistant (CNA) to join our growing surgical team. This role is an excellent opportunity for someone who thrives in a fast-paced healthcare environment and enjoys supporting both patients and clinical staff throughout the surgical experience.

At Tower Clock Surgery Center, we pride ourselves on delivering exceptional patient care while fostering a collaborative and supportive workplace culture.

### **Position Summary**

The Certified Nursing Assistant (CNA) serves as support personnel following regulations for the practice of Nursing Assistants. Responsibilities include assisting with patient admissions and discharge processes, admission screening, chart preparation, medical records support, assisting providers and clinical personnel as needed, light housekeeping, restocking supplies, and performing other collateral duties to support efficient daily operations.

### **Essential Responsibilities**

- Assist with patient admissions and discharge processes
- Complete admission screening and chart preparation
- Support providers, nurses, and other clinical staff as needed
- Maintain and organize medical records
- Assist with room turnover, light housekeeping, and restocking supplies
- Help maintain a safe, clean, and efficient patient care environment
- Maintain awareness of the OR schedule to support workflow and patient readiness
- Follow HIPAA guidelines and maintain patient confidentiality at all times
- Adhere to infection control, aseptic, and sterile technique standards
- Perform additional duties within scope of practice as assigned

### **Minimum Requirements**

#### **Education & Experience**

- High School Diploma or GED required
- Completion of a Nursing Assistant certification program
- Current BLS certification required

### **Eligibility**

All employees must be able to provide proof of identity and authorization to work in the United States.

### **Skills & Qualifications**

#### **Interpersonal Skills**

- Strong communication and teamwork abilities
- Professional and positive attitude
- Ability to work effectively in a fast-paced surgical environment

- Commitment to patient-centered care and professionalism

**Critical Thinking**

- Ability to assess, prioritize, and implement patient care within scope of practice
- Strong organizational and multitasking skills

**Knowledge**

- Understanding of aseptic and sterile technique
- Knowledge of HIPAA compliance and patient confidentiality
- Maintains current knowledge of technical and clinical practices

**Equipment Used**

- Computer, printer, copier, telephone, and fax
- Standard admitting supplies and equipment
- Medical supplies and equipment used within scope of practice

**Travel Requirements**

Travel to the Green Bay ASC location may be required based on operational and staffing needs.

**Why Join Tower Clock Surgery Center?**

- Supportive and team-oriented culture
- Opportunity to work in a specialized surgical setting
- Meaningful work helping patients through their surgical experience