

**BUTLER COUNTY COMMISSIONERS PERSONNEL OFFICE  
ANNOUNCEMENT OF VACANCY**

**Posting Date:** 9/28/2020

**Response Deadline:** until filled

<b>Agency:</b> Butler County Care Facility	<b>Job Title:</b> STNA (including, but not limited to, transportation duties)
<b>Classified</b> <input checked="" type="checkbox"/> <b>Unclassified</b> <input type="checkbox"/>	<b>Bargaining Unit</b> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
<b>Overtime Exempt</b> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	<b>Wage:</b> upon request signing bonus
<b>Work Location:</b> 1800 Princeton Rd., Hamilton	<b>Hours of Work:</b> full-time, flexible hours, some weekends,

**Essential Functions:**

- Perform all assigned tasks in accordance with the Facility's established policies and procedures, and as instructed by your supervisors.
- Schedule physician appointments for residents and transport them to and from appointments
- Transport residents from room to transport vehicle, secure them in transport vehicle, travel to destination, remove residents from transport vehicle to appointment venue and return the resident to the Care Facility when appointment is completed
- When assisting on floor duties, check each resident routinely to ensure that his/her personal care needs are being met in accordance with his/her wishes.
- Prepare residents for meals (i.e., take to bathroom, wash hands, comb hair, raise bed, position tables, place bibs, take to/from dining room, etc.)
- Record the resident's food/fluid intake. Report changes in the resident's eating habits.
- Review care plans daily to determine if changes in the resident's daily care routine have been reflected on the care plan.
- Ensure that the resident's room is ready for receiving the resident (i.e., bed made, name tags posted, admission kit available, etc.
- Inform the Supervisor/Charge Nurse of any changes in the resident's condition so that appropriate information can be entered on the resident's care plan.
- Cooperate with inter-departmental personnel, as well as other Facility personnel to ensure that nursing services can be adequately maintained to meet the needs of the residents.
- Attend and participate in scheduled training and educational classes and maintain current certification.
- May be required to assist in the evacuation of residents during emergency situations.
- Additional duties as assigned.

**Required Qualifications:**

- Must possess a minimum high school diploma or equivalent.
- Must be a licensed Certified/State Tested Nursing Assistant in accordance with the laws of the State of Ohio.

- Must have valid Ohio driver's license and satisfactory driving record
- Must be a supportive team member, contribute to and be an example of team work and the team concept
- Must possess the ability to make independent decisions when circumstances warrant such action.
- Must meet the general health requirements set forth by the policies of this Facility, which includes a medical examination
- Must be able to reach/handle and grasp/manipulate frequently; push/pull 10-20 lbs frequently, 20-50 lbs occasionally; lift/carry 20-50 lbs occasionally, may occasionally lift/lower/pull resident in wheelchair up/down curb or limited number of steps 50-100+ lbs; frequently stoop/bend/walk/stand/sit/ kneel/twist and squat.
- **Benefits**

A generous benefits package is offered, including 10 paid holidays, medical (employer pays approximately 80% of premium), Employer contribution to HSA \$600 single/\$1,200 family, dental (employer pays 50% of premium), OPERS retirement, \$20,000 employer paid life insurance, multiple voluntary benefit offerings, deferred compensation plans with Roth 457 option, signing and referral bonuses.

**Selection Procedure:** Resumes and Interviews

**Submit Cover Letter and Resume to:**

Butler County Commissioners Personnel Office  
 315 High Street, Suite 640  
 Hamilton, OH 45011

or by email to: [resumes@bcOhio.us](mailto:resumes@bcOhio.us)

(YOU MUST INDICATE JOB TITLE IN SUBJECT LINE.)

Pursuant to the ADA Amendments Act of 2008, Butler County will consider all qualified applicants for employment, including persons with disabilities. The applicant must be able to perform the essential functions of this job with or without reasonable accommodation. Upon the request of any qualified applicant, this office will evaluate any reasonable accommodation that may be needed to enable a disabled person to participate in the application process or perform these essential duties.

**AN EQUAL OPPORTUNITY EMPLOYER**