

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

**Posting Date:** 9/20/2021

**Response Deadline:** 9/30/2021

**RESUMES ARE ACCEPTED UNTIL POSITION IS FILLED**

<b>Agency:</b> Butler County Care Facility	<b>Job Title:</b> Non-Certified Nursing Assistant
<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> \$10.85 per hour
<b>Work Location:</b> 1800 Princeton Rd, Hamilton	<b>Hours of Work:</b> 37.5 hours per week 8:00 a.m.– 4:00 p.m.

**Essential Functions:**

- Under direction and supervision of Clinical and/or Social Services staff, assist with resident care assessments, nutritional status reviews, hygiene care, therapeutic activities and recreational activities.
- Assist in managing residents' smoke breaks and nutritional needs.
- Under direction of Activity Director or Activity Coordinator, accompany residents to various activities and functions and interact with residents to provide company, comfort, and support.
- Assist with light housekeeping duties to provide a clean environment for residents in accordance with the facility infection control policies and practices.
- Maintain a safe and secure environment for residents and report any instances of facility needs or devices/supplies to appropriate personnel.
- Prepare required documentation accurately and in a timely manner.
- Participate in the quality improvement process by responding appropriately to results of medical records audits and/or patient satisfaction requirements.
- Participate in the facility safety program and assist in promoting the awareness of safety issues.
- Additional duties as assigned.

**Required Qualifications:**

- High school diploma or equivalent
- Must be 18 years or older
- Excellent communication and interpersonal skills
- Must be able to push, pull, move and/or lift a minimum of 25 pounds to a minimum height of 5 feet and be able to push, pull and move and/or carry such a weight a distance of 50 feet

**Selection Procedure:** Resumes and Interviews

**Submit Cover Letter  
and Resume To:**

(Please indicate Job  
Title in Cover Letter)

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

Or by email to: [resumes@butlercountyohio.org](mailto:resumes@butlercountyohio.org) (Please indicate Job Title in subject line)

**BUTLER COUNTY WILL CONSIDER INTERNAL APPLICANTS PRIOR TO EXTERNAL APPLICANTS**

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**