



connections
FOR THE HOMELESS

2121 Dewey Avenue
Evanston, IL 60201
847.475.7070

JOB DESCRIPTION

MEDICAL ASSISTANT/CERTIFIED NURSING ASSISTANT

FLSA Status: Non-Exempt

Summary of Position: The Medical Assistant/Certified Nursing Assistant provides basic primary care services and medical case management to participants of CFTH's Community Programs (Emergency Shelter & Drop-In Programs).

Specific Duties:

- Provides basic primary care services in a shelter and drop-in milieu setting to participants primarily with acute and chronic illness within CNA/MA scope of practice, with the support of Community Nurse, on-call APN, and/or volunteer healthcare providers
- Supports participants in getting to, and during, medical appointments when necessary
- Supports patients after hospital discharge with healthcare coordination and other health needs
- Supports weekly psychiatric and biweekly medical clinics and assists psychiatrist and internists as needed
- Collaborates with CFTH Community Programs staff to provide coordinated care regarding participant health and housing needs
- Assists participants in obtaining and maintaining health insurance
- Facilitates establishing care with a primary care provider or specialist as needed, including accompanying participants to appointments when appropriate
- Collaborates with local health care and social service providers
- Assists Community Nurse in providing/coordinating TB screening, flu vaccination, and COVID testing for participants and staff
- Assesses need for and refers to emergency medical services when necessary
- Educates participants and staff on health and wellness topics

- Builds relationships with participants by initiating engagement in the drop in milieu, homeless shelter setting or other appropriate locations
- Enters case notes and records service transactions in clinic's EMR (Athena) and HMIS
- Adheres to the Code of Conduct and Core Values of Connections for the Homeless
- Attends required departmental, program, and agency meetings.
- Performs other duties as assigned

The following qualifications are requirements for the position:

- Minimum one (1) year experience as a MA/CNA
- Certification required for MA, or appear on the State of Illinois Health Care Worker Registry for CNA
- Ability to work independently and possess good organizational and interpersonal skills
- Computer competency and comfort with Microsoft Office suite and data entry

The following qualifications are highly desirable:

- Experience working with persons who are experiencing homelessness, have mental illness, and/or have substance use disorders
- Understanding and adoption of harm reduction practices and trauma-informed care
- Current BLS certification
- Valid Illinois driver's license

Other requirements:

- Must submit to a criminal background check and submit to or provide evidence of a recent test for tuberculosis

Reports to: Community Nurse

August, 2021