

## JOB DESCRIPTION

County of York



**Integrated Medical & Behavioral  
Health Division**

### **Certified Nursing Assistant (CNA) with Certified Residential Medication Aide (CRMA)- Per Diem**

Status: Per Diem

FLSA: Non-Exempt / Hourly

Salary: \$24.00 - \$26.00/hr

Union: Non-Union

Reports To: Director of Nursing and/or  
designee

### **Job Summary**

The Certified Nursing Assistant (CNA) with Certified Residential Medication Aide (CRMA) provides direct patient care services and delegated medication administration to adults housed at the York County Jail and/or substance abuse recovery center. This position functions as a member of the healthcare team and performs duties under the supervision and delegation of licensed nursing staff, in accordance with the Maine Nurse Practice Act, Maine DHHS CRMA regulations, and the Maine Standards for County and Municipal Detention Facilities.

### **Scope/Supervision**

The CNA with CRMA works under the direction and supervision of a Registered Nurse or Licensed Practical Nurse. All patient care and medication-related tasks are performed within the scope of CNA training and CRMA certification, and only pursuant to appropriate delegation. This position does not perform nursing assessments, clinical judgments, or independent decision-making and must immediately report changes in patient condition to licensed nursing staff. This role supports patient safety, dignity, continuity of care, and accurate documentation.

### **Responsibilities and Examples of Duties**

#### **Certified Nursing Assistant (CNA) Duties – Direct Patient Care**

- Provides basic patient care and assistance with activities of daily living (ADLs), including hygiene, mobility, toileting, nutrition support, and comfort measures.
- Observes patients for changes in physical condition, behavior, or well-being and promptly reports observations to supervising nursing staff.

- Assists nursing staff with patient positioning, transfers, and routine clinical support activities as delegated.
- Supports intake, housing transitions, and healthcare encounters by escorting or preparing patients as directed.

### **Certified Residential Medication Aide (CRMA) Duties – Medication Administration**

- Administers medications as delegated by licensed nursing staff and authorized by provider orders, in accordance with Maine CRMA regulations and facility policy.
- Adheres strictly to the “Five Rights” of medication administration.
- Observes patients before, during, and after medication administration and immediately reports refusals, side effects, adverse reactions, or errors.
- Maintains accurate accountability for medications handled within CRMA scope, following all security, safety, and documentation requirements.

### **Observation, Reporting & Support**

- Provides routine patient monitoring and reports concerns related to health status, medication response, or behavior changes to nursing staff.
- Reinforces care instructions as directed by licensed nursing staff without offering independent medical advice.
- Interacts with patients in a professional, respectful, and trauma-informed manner consistent with correctional healthcare standards.

### **Documentation & Records**

- Accurately documents patient care activities, medication administration, refusals, and observations in the approved medical record system.
- Ensures documentation is timely, complete, and compliant with facility standards.
- Maintains confidentiality and complies with HIPAA, Maine privacy laws, and correctional documentation protocols.

### **Coordination & Communication**

- Works collaboratively with Registered Nurses, Licensed Practical Nurses, medical providers, behavioral health staff, and custody staff to promote continuity of care.
- Follows established chain of command and professional boundaries within the correctional environment.
- Immediately communicates safety concerns, medication discrepancies, or patient issues to supervising nursing staff.

### **Safety, Infection Control & Environment**

- Adheres to established safety, infection prevention, and environmental control practices.
- Uses required personal protective equipment and follows exposure-control procedures.
- Maintains a clean, orderly, and secure patient care and medication administration environment.

### **Correctional Environment Responsibilities**

- Responds appropriately to custody and security staff requests related to healthcare operations while maintaining confidentiality and clinical boundaries.
- Complies with all York County Government policies, facility rules, security protocols, and standards of conduct.

### **Other Duties**

- Performs additional duties as assigned consistent with CNA certification, CRMA certification, training, and operational needs.

### **Regulatory Framework**

This position operates in compliance with:

- Maine Nurse Practice Act (Title 32, Chapter 31)
- Maine DHHS Certified Residential Medication Aide (CRMA) Rules
- Maine Standards for County and Municipal Detention Facilities
- Title 34-A M.R.S. §1208
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### **Knowledge, Skills, and Abilities**

- Knowledge of CNA scope of practice and CRMA medication administration standards.
- Ability to follow written and verbal instructions accurately.
- Strong attention to detail and commitment to patient safety.
- Effective communication skills and ability to work within a team-based environment.
- Ability to recognize and promptly report changes in patient condition.
- Ability to function calmly and professionally in a secure, high-stress environment.

### **Education and Experience Requirements**

#### **Certification & Education**

- Must hold a current, active Certified Nursing Assistant (CNA) certification recognized by the State of Maine.
- Must hold a current, active Certified Residential Medication Aide (CRMA) certificate recognized by the State of Maine.
- High school diploma or equivalent required.
- Successful completion of state-approved CNA and CRMA training programs.

#### **Experience**

- Prior experience in healthcare, residential services, long-term care, or correctional settings preferred.
- Medication administration experience highly desirable.

### **Work Environment**

Work is performed in a clinical setting within a secure correctional facility and/or Substance Abuse Recovery Center. Employees may be exposed to blood and blood-borne pathogens, infectious diseases, and hazardous materials, requiring strict adherence to safety protocols and use of personal protective equipment.

The role requires the ability to sit, stand, walk, and perform repetitive hand and arm movements for extended periods, as well as lift up to 25 pounds. Visual and auditory acuity, manual dexterity, and effective communication skills are necessary. Employees must maintain focus and professionalism in a regulated, fast-paced, and potentially high-stress environment.

### **Expected Hours of Work**

This is a Per-Diem position. Work schedules may include varying shifts, evenings, weekends, holidays, or extended hours as necessary to support facility operations and ensure continuity of patient care.

### **Other Duties**

This job description is not intended to be an exhaustive list of all duties, responsibilities, or activities required of the employee. Duties may be modified or assigned as operational needs change, with or without notice.

### **SUBMITTAL INSTRUCTIONS**

All interested candidates must submit an application and resume to Human Resources

- **York County applications can be located on our website:**  
www.yorkcountymaine.gov/careers
- **Applications/cover letters/resumes can be emailed to:**  
York County Human Resources  
[HR@yorkcountymaine.gov](mailto:HR@yorkcountymaine.gov)  
Please put “IMBH – CNA/CRMA PER-DIEM” in the subject line.
- **Applications/cover letters/resumes can be mailed to:**  
York County Government  
**Attention:** Human Resource Department  
45 Kennebunk Road  
Alfred, ME 04002
- **Applications/cover letters/resumes may also be dropped off at the Human Resource Department located at:**  
York County Government Building  
149 Jordan Springs Road  
Alfred, ME 04002

**This position will remain open until filled**

*Applications are considered based on ability, competence, and experience. It is a fundamental policy of York County Government not to discriminate based on race, color, religion, sex, sexual orientation, gender identity or expression, national origin, ancestry, age, pregnancy, disability, status as a veteran, disabled veteran, or any other category protected by an applicable federal, state, or local law.*