


VACANCY NOTICE

CS-376

REV(8/08)

FOR OPPORTUNITIES IN RHODE ISLAND STATE GOVERNMENT

Description of Position	<p>TITLE OF POSITION: <u>Certified Nursing Assistant (10) (40 hrs)</u> CLASSIFICATION CODE: <u>02152600</u> SALARY RANGE: <u>Gr. 3113 \$ 30206 - 32777</u> REFERENCE POSITION NO.: <u>1074-10000-TBA</u> Department or Agency Name: <u>M H R H</u> APPLICATION PERIOD: <u>02/05/10 TO 02/11/10</u> Division/Section/Unit: <u>Hospital & Comm Rehab Svs.</u> GRACE PERIOD ENDS: <u>2/14/2010 4:00 PM</u> Assignment(s) / Comments: <u>DISCUSSED AT INTERVIEW</u> Shift and Days: <u>TO BE DETERMINED</u> Job Location: <u>Zambarano Hospital - Pascoag, RI</u> Restrictions/Limitations: _____ Position Covered By Collective Bargaining Union Agreement: Yes <input checked="" type="checkbox"/> No _____ Name of Bargaining Unit Union: <u>LIUNA Local 64</u> There is* <input type="checkbox"/> is not <input checked="" type="checkbox"/> a Civil Service List for this position See A/B or Both for Specific Instructions * NOTE: If there is a list, only laterals (employees with the same title) or individuals certified by OPA may be appointed to this position.</p>								
General Information to Candidate	<p>INSTRUCTIONS: A. STATE EMPLOYEE LATERAL BIDDER: Bids are now being accepted for the position(s) indicated. If you are currently in this classification and wish to bid, please complete fully the CS-14 Application Form; and RIEEO 378 Affirmative Action Card. Remember to include, either <u>on the application</u> or <u>within a cover letter</u>, both the File Position Title and Number. Most Important - Please include the following information:</p> <ul style="list-style-type: none"> • <i>The title of the position for which you are applying</i> • <i>Title of your present position and date you entered it</i> • <i>Date you entered State service</i> • <i>Name of department where you are currently employed</i> • <i>Your business telephone number</i> • <i>Present Union Affiliations</i> <div style="border: 1px solid black; padding: 5px; text-align: center; width: fit-content; margin: 10px auto;"> <p>E-VERIFY PROGRAM EMPLOYER</p> </div> <p>*** In certain agencies, bargaining union applicants will receive preferential consideration according to contract. B. NON INCUMBENT/NON STATE EMPLOYEE APPLICANT: If indicated above that <u>no civil service</u> list exists for this position, you need not be in the class of position, or be in State service to apply. All information requested on the application form must be furnished. The information you give will be used by the agency Personnel Office to determine your qualifications. If an item does not apply to you, or if there is no information to be given, write in the letters "N.A." for Not Applicable. If you fail to answer all the questions on the application form, you may delay consideration of your application. C. AMERICANS WITH DISABILITIES ACT (ADA) PROVISIONS:</p> <ul style="list-style-type: none"> • Reasonable Accommodations: If an applicant is unable to perform any essential job functions because of his/her disability but can achieve the required results by means of a REASONABLE ACCOMMODATION, then the individual shall not be considered unqualified for therefore the position. • Medical Information: Any medical exams required for this position will be performed after a conditional offer of employment has been made in accordance with the Rules/Regulations of the Americans with Disabilities Act (ADA). 								
Statement of Duties	<p>DUTIES / RESPONSIBILITIES: To perform a variety of work involving direct care and treatment to patients and exercising custody and supervision of patients consistent with nursing care and special treatment plans. To perform related work as required.</p>								
Minimum Education & Experience	<p>EDUCATION / EXPERIENCE / SPECIAL REQUIREMENTS: (A class specification describing the duties of the position and the minimum qualifications will be furnished upon request.) Sufficient to ensure the ability to read, write and speak English; and Experience: Training or employment involving the opportunity to gain familiarity with routine hospital or clinical patient care procedures. Or, combination of education and experience that shall be substantially equivalent to the above education and experience. Must be certified by the State of Rhode Island Department of Health as a Certified Nursing Assistant (CNA). Physical examination required.</p>								
Where to Apply	<p>Apply within the application period as shown on this announcement. NOTE: Some State union contracts allow a 3 day grace period for receipt of CS-14 application or bid. This Office does not assume responsibility for applications sent through the mail. SEND RESUME or CS-14 Application to:</p> <table style="width: 100%;"> <tr> <td style="width: 50%;"> DIANE GRABIEC OHHS Human Resources Service Center Benjamin Rush Bldg., #55 600 New London Avenue Cranston, RI 02920 </td> <td style="width: 50%; vertical-align: top;"> <table style="width: 100%;"> <tr> <td>Telephone #:</td> <td><u>401-462-1666</u></td> </tr> <tr> <td>Fax #:</td> <td><u>401-462-1882</u></td> </tr> <tr> <td>TTY/TDD #:</td> <td><u>401-462-3363</u></td> </tr> </table> (Telecommunication Device for the Deaf) </td> </tr> </table> <div style="text-align: right; margin-top: 10px;">  </div>	DIANE GRABIEC OHHS Human Resources Service Center Benjamin Rush Bldg., #55 600 New London Avenue Cranston, RI 02920	<table style="width: 100%;"> <tr> <td>Telephone #:</td> <td><u>401-462-1666</u></td> </tr> <tr> <td>Fax #:</td> <td><u>401-462-1882</u></td> </tr> <tr> <td>TTY/TDD #:</td> <td><u>401-462-3363</u></td> </tr> </table> (Telecommunication Device for the Deaf)	Telephone #:	<u>401-462-1666</u>	Fax #:	<u>401-462-1882</u>	TTY/TDD #:	<u>401-462-3363</u>
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STATE OF RHODE ISLAND IS AN EQUAL OPPORTUNITY/DIVERSITY EMPLOYER