

## **JOB DESCRIPTION**

**TITLE:        REGISTERED NURSE – DDS RESIDENTIAL SERVICES**

### **QUALIFICATIONS:**

Masters Degree plus two (2) years experience in human service management preferred. Bachelor's degree, two (2) years experience in human service management, and valid driver's license required. Significant relevant training and experience may be considered in place of degree.

### **SUPERVISION:**

Supervised by the Director of Clinical Services.

### **GENERAL WORK HABITS:**

**3- Practically Always; 2- Most of the time/Excused; 1- Almost never**

All employees are expected to rate at least a **2** on ALL general work habits.

- Being punctual
- Informing supervisor
- Remaining alert and focused
- Requesting assistance
- Getting along with co-workers
- Completing assigned tasks
- Acting in a professional manner
- Completing assigned tasks
- Attending training
- Abiding by agency expectations

### **JOB DUTIES:**

#### **I.        Nursing Case Management for Individuals Served in DD Residential Services**

1. Assess and track health needs and effectiveness of health promotion strategies thru safeguard monitoring processes and quality improvement processes.
2. Monitor, evaluate and make recommendations regarding individuals with complex medical issues through the Clinical Service Oversight Team process.
3. Regularly meet with the Program Coordinators to review individuals' health status and assist Program Coordinators with the preparation for upcoming medical appointments.
4. Monitor staff adherence to all healthcare protocols and procedures in conjunction with the Program Coordinators.
5. Facilitate effective communication with and between healthcare providers regarding medications, treatments and complex medical issues.
6. Provide training as needed to staff regarding pertinent medical issues, medical protocols and required MAP trainings as needed.

7. In conjunction with the Program Coordinator and Developer Ensure that Physical Therapy, Occupational Therapy and Speech and Language Therapy services are coordinated, comprehensive and that their recommendations are carried through on a staff level.
8. Provide consultation and collaboration to Agency nurses by coordinating regular DDS nurses' networking meetings.

II. Health and Wellness

1. Support program staff and individuals served in the implementation of Alternatives' Health and Wellness Guidelines.
2. Coordinate Health and Wellness data of individuals served and present to stakeholders.
3. Co-chair Health and Safety Committee.
4. In conjunction with Staff Development and other agency nurses develop curricula and deliver trainings for agency personnel and individuals served about relevant health topics.

III. Medication Administration Program

1. Oversee the effectiveness of MAP training in conjunction with Staff Development and Human Resources Manager.
2. Regularly deliver MAP trainings.
3. Provide technical assistance to agency nurses, programs and staff as needed.

I accept this position and the responsibilities inherent in it. I understand that along with the specific duties cited above I am responsible to perform other related duties as assigned. I have had the opportunity to review and ask questions about the Rehabilitation Specialist Job Description. I understand that a copy will be placed in my personnel file.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

Org: 5/09