

Delmarva Community Services, Inc.
JOB DESCRIPTION

Title: RN (Delegating)

Supervisor: MD Director Residential & Day Program

Status:

Summary

DCS is committed to helping people live an independent lifestyle in their community and will provide a safe environment to all customers in a professional and courteous manner.

Overview

This position is responsible for the RN duties and functions as well as the supervision and assistance to individuals in daily activities and providing for a safe environment. Must display a positive attitude toward individuals with developmental disabilities, with the ability and commitment to respect their basic rights as human beings.

Conditions of Employment

- Registered nurse
- Current license in the state of Maryland
- At least 3 years experience in a health care setting.
- Pass criminal history background check
- Negative results on pre-employment and random drug/alcohol tests.

Essential Duties and Responsibilities

- Develop and amend health policies
- Updates the Nursing Care Plan on an annual basis, prior to the individual's PCP meetings
- Attends pre-admission planning conferences for individuals moving into residential placements.
- Reviews the individual's health care service needs and ensures that these service needs are met during the transitional period.
- Completes the Intake Nursing PCP within 45 days of admission to a residential setting.
- Completes the Nursing assessments every 45 days.
- Participates in PCP meetings
- Ensures that the individual's health care services adhere to the standards set forth within this policy and other DDA health care-related policies.
- Completes and files a monthly medication and health audit and reviews the current and ongoing health care service needs, for individuals who live in neighborhood homes.
- Completes quarterly reviews of health care service needs, for each individual living in a health care residence. Documents the findings of such reviews in the PCP.

- Communicates at least monthly with the individual receiving services, his/her provider, family or legal guardian to review and assess the individual's health care needs. Documents the content of the communication and any applicable follow-up in the ID Note Section of the PCP.
- Supervise other health services; advise the Program Director regarding health-related problems.
- Establish procedures for health matters such as physician's visits, emergency coverage, records, consults and rehabilitative services.
- Manage the delivery of all required medical services to ensure that appropriate personnel are consistent with each participant's plan of care provide needed services in a timely manner.
- Teach and/or train participant in appropriate self-care techniques
- Attend all staff meetings
- Update the HURST screening tool annually or sooner, if needed.
- Delegating nurse responsibilities such as medication administration, on going health education, supervision or administration of medication and coordination of medical and other health related services in the residential setting.

Competencies

To perform a job successfully, an individual should demonstrate the following competencies:

Problem Solving- Works well in group problem solving situations; Uses reason even when dealing with emotional topics.

Interpersonal Skills – Focuses on solving conflict not blaming; Maintains confidentiality; Listens to others without interrupting; Keeps emotions under control; Remains open to others' ideas and tries new things.

Oral Communication-Speaks clearly and persuasively in positive or negative situations; Listen and gets clarification; Responds well to questions; Participates in meetings.

Teamwork-Balances team and individual responsibilities; Exhibits; Contributes to building a positive team spirit; Puts success of team above own interests.

Ethics- Treats people with respect; Keeps commitments; Inspires the trust of others; Works with integrity and ethically; Upholds organizational values.

Organizational Support-Follows policies and procedures; Completes tasks correctly and on time; Support organization's goals and values.

Judgment- Exhibits sound and accurate judgment; Includes appropriate people in decision-making process; Makes timely decisions.

Motivation-Sets and achieves goals; Demonstrates persistence and overcomes obstacles; Measures self against standard of excellence.

Professionalism-Approaches others in a tactful manner; Reacts well under pressure; Treats others with respect and consideration regardless of their status or position; Accepts responsibility for own actions; Follows through on commitments.

Quality – Demonstrates accuracy and thoroughness; Looks for ways to improve and promote quality; Applies feedback to improve performance; Monitors own work to ensures quality.

Quantity – Meets productivity standards; Completes work in timely manner; strives to increase productivity.

Adaptability- Adapts to changes in the work environment.

Attendance/Punctuality – Is consistently at work and on time.

Dependability – Follows instructions, responds to management direction; Takes responsibility for own actions; Keeps commitments; Completes tasks on time or notifies appropriate person with an alternate plan.

WORKING CONDITIONS AND PHYSICAL DEMANDS REQUIRED TO SUCCESSFULLY PERFORM THE ESSENTIAL JOB DUTIES:

The environmental factors described here are representative of those that may be present in the workplace while the employee performs the essential functions of this job. While performing the duties of this job, the employee is required to:

- Stand; walk; use hands to finger, handle, grasp or feel *-frequently*
- Reach with hands and arms; push and pull up to 50 pounds *-frequently*
- Talk, hear and smell *-frequently*
- Stoop, kneel, or crouch *-frequently*
- Sitting and/or standing. *frequently*
- Lift and/or move up to 50 pounds. *-frequently*
- Utilize close vision, distance vision, color vision and ability to adjust focus. *-frequently*
- Employee will be exposed to odors, dust, fumes, and noise. *-frequently*
- Employee will be exposed to outside environmental conditions. *-frequently*
- Climb stairs. *-frequently or occasionally dependent on what residential house*
- Travel. *-as required*

Employee's printed name

Employee signature

Date

Employee Signature

Date