COMMUNITY OPTIONS, INC.
JOB DESCRIPTION FOR
Registered Nurse (RN)

PURPOSE: In addition to various administrative duties, this position involves the provision of skilled nursing support for residents of the Montrose and Delta residential programs as part of the Medical Support Program.   The position involves occasional traveling between Montrose and Delta/Cedaredge. The Registered Nurse must work closely with agency medical support staff, managers, community physicians, and the State of Colorado Department of Health. This is a half-time (20-hour) position that requires a current Colorado Registered Nurse license.

QUALIFICATIONS: Current and acceptable Colorado Nursing License (RN).
Minimum of two years skilled nursing experience. Prefer five years skilled nursing experience.
Administrative nursing experience preferred.
Valid Colorado driver's license.
Acceptable criminal background check and driving record.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *NOTE: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

1. Provide skilled nursing care and assessment to clients in home and Day Program settings.

    a. Provide a variety of skilled nursing care such as catheter changes, feeding tube changes, wound care, dressing changes, etc.
    b. Coordination and implementation of physician's orders with direct support staff and medical support office staff.
    c. Triage of client medical concerns.
    d. Thorough knowledge of prescription medications and related medical supplements.
    e. Review orders and medications.
    f. Develop and assist with the implementation of client specific protocols.
    g. Assess client placement needs.

2. Effectively communicate with all program areas.

    a. Comfortable communication with all levels of management and employees.
    b. Offer support and guidance to facility staff, managers, and all Medical Support Clerks.
    c. Provide guidance to medical support staff and residential managers.
    d. Work with others in a positive manner.
    e. Perform duties and conduct interactions with agency staff, persons served, and the public in a manner consistent with COI values.
    f. Deal with stress and stressful situations in an effective, productive manner.
    g. Promote and maintain appropriate professional and ethical relationships in accordance with policies, rules and regulations.

3. Must be competent in computer and internet skills and able to learn the agency medical computer-based data base.

4. Ability to work professionally with local and/or state medical community and serve as liaison with Colorado Department of Public Health to ensure standards are maintained for facility licensure.

    a. Ability to read and interpret documents such as technical data, safety rules, and procedure manuals.
    b. Ability to write routine reports and correspondence. Ability to develop and proof training materials
    c. Interpret and implement state regulations in regards to Long Term Health Care Facilities.

5. Strong planning and organizational skills.

6. Proven presentation and facilitation skills with the ability to speak effectively in interpersonal situations and before groups of employees.
    a. Set up appropriate in-service training courses in accordance with State Standards and Regulations and/or Community Options requirements.
    b. Provide staff training and in-service training.
    c. Provide training to facility Medical Support Clerks.
    d. Select or develop teaching aids such as training handbooks, visual aids or reference works.
    e. Update training materials as needed.
    f. Conduct in-service training classes in coordination with Training Committee.
    g. Test trainees to measure progress and to evaluate effectiveness of training.
    h. Complete necessary documentation and certificates in a timely fashion.

7. Maintain familiarity with agency policy and procedures.

8. Satisfactorily complete all required training and maintain all required certifications and license.

9. Work with minimal supervision and recognize situations where assistance is needed.

    a. Ability to function independently in a multi-task environment, as well as part of a team.
    b. Willingness to delegate responsibilities to agency LPNs and residential staff.

10. Other relevant duties as assigned.

PHYSICAL REQUIREMENTS:
1. RNs occasionally lift and/or move up to 50 pounds alone and up to 100 pounds with assistance.
2. RNs exert 50 to 100 pounds of force occasionally, and/or 20 to 50 pounds of force frequently.
3. RNs are frequently required to walk. He/she must be able to reach forward, backward and upward with hands and arms as well as use fingers for picking up objects, determining texture and temperature. Use hands to finger, handle, or feel and reach forward with hands and arms. The employee is occasionally required to sit and stoop, kneel, or crouch.
4. Specific vision abilities required for this job include close vision, distance vision, peripheral vision, depth perception, and ability to adjust focus.
5. Specific talking abilities required for this job include expressing or exchanging ideas by means of spoken word. This is especially crucial when detailed or important spoken instructions must be conveyed to other workers accurately.
6. Specific hearing abilities required for this job include perceiving the nature of sounds at normal speaking levels with or without correction, having the ability to receive detailed information through oral communication, and making fine discriminations in sound.
7. RNs may face hazards from exposure to chemicals and infectious diseases. RN's are trained on and required to follow Universal Precautions.

SUPERVISION:
The Adult Services Director will directly supervise the Registered Nurse.

I have read this job description and can perform all the essential duties of the position with or without reasonable accommodation.

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Print Name   Sign Name   Date

May 2014