



GATHERING CLUB

Adult Day Health Center and Home Attendant Care

JOB DESCRIPTION

Job Title: Staff Nurse

FLSA Classification: Non-Exempt/Hourly

Position Summary: This individual performs nursing duties within the Adult Day Health Center, ensuring Health, Safety and Welfare of all individuals supported as well as employees. As a member of the nursing team, this individual may interact with Physicians, Case Managers, and other designated team members on behalf of the participant and caregivers while ensuring that the health/medical needs of each participant are met on a daily basis. The Staff Nurse is responsible for providing ongoing assessments of the participants here at the Gathering Club.

Qualifications:

- ❖ Must be at least 18 years of age
- ❖ Must be a Licensed Practical Nurse or Registered Nurse with an active license in good standings with the Kentucky Board of Nursing
- ❖ Must have at least one year of experience working with individuals under the 1915(c) waiver regulations
- ❖ Must complete all required training as outlined by DAIL regulations, including first aid and CPR certification, Abuse, Neglect and Exploitation, Incident Reporting as well as annual DAIL Training.
- ❖ Must be able to read, understand and implement written and oral instructions
- ❖ Must pass a criminal background check
- ❖ Must pass pre-employment and random drug testing
- ❖ Must have a valid driver's license and good driving record
- ❖ Must have proof of auto insurance
- ❖ Must be authorized to work in the United States
- ❖ Must have a patient and understanding demeanor when interacting with staff as well as those we support
- ❖ Must have knowledge of levels of functioning among adults with Developmental and Intellectual Disabilities
- ❖ Must have a patient and understanding demeanor when interacting with Gathering Club participants
- ❖ Must have knowledge of levels of functioning among adults with Developmental and Intellectual Disabilities
- ❖ Good Computer Skills are required (i.e. Word, Excel, PowerPoint, and Outlook)

Responsibilities:

- ❖ Ensures that medications are administered as prescribed here at the center.
- ❖ Assist in setting up weekly medication planners
- ❖ Assist participants with refilling medications
- ❖ Ensure that we have current scripts and Medication Administration Records are accurately filled out.
- ❖ Documents on each participant daily, weekly, and monthly.
- ❖ Works with all levels of management to ensure that all staff are trained to work with the participants they are assigned to work with.
- ❖ Provides skilled nursing services including ostomy care, urinary catheter care, decubitus care, tube feeding, venipuncture, insulin injections, tracheotomy care medication management.

- ❖ Provided and manages routine services that meets the daily personal health care needs of each participant.
- ❖ Responsible for assisting and keeping accurate and confidential records on all individuals being served.
- ❖ All files must be kept in accordance with the current Home and Community Based Waiver regulations.
- ❖ Keeps all participant files updated as required by each funding source.
- ❖ Assist and ensures that all new admission files are completed, and a Prior Authorization is in place prior to services starting.
- ❖ Communicates with Case Managers, Primary Care Providers, Specialist, Pharmacies, referring agencies, family members, governmental and non-governmental agencies as well as laboratories.
- ❖ Monitor and documents Vital Signs, Weight, Intake and output records as specified in the Person-Centered Service Plans.
- ❖ Work with Management in developing the most effective programs to help the participants obtain their desired goals.
- ❖ Assist in resolving all behavior issues with individuals through staff interaction.
- ❖ Shows dignity and respect to all individuals and staff at the Gathering Club and other agencies.
- ❖ Able to communicate verbally and in writing effectively.
- ❖ Will work hand in hand with the other disciplines to ensure that all aspects of the daily operations ensure the health, safety, and welfare of the participants we serve while also creating an environment where all people we work with (participants, staff, coworkers) feel that they are a part of the team that makes up the Gathering Club.
- ❖ Functions as a vital team member and works with other managers to ensure that the Gathering Club operates in a manner that ensures the health, safety, and welfare of the individuals we serve.
- ❖ Will complete all required program training for the services areas as required by regulatory agencies.
- ❖ Assist in quarterly drills as it pertains to getting those supported to the safe area.
- ❖ Create documents of any notices that need to be sent home to participants parents/guardians and get final approval for the communication from the Executive Director.
- ❖ Must work well under pressure
- ❖ Must be willing to work with Multicultural and Multilingual communities.
- ❖ Other Duties as assigned

Work Environment: Staff Nurses work inside Gathering Club Adult Day Care.

Supervises: No Supervision duties

Supervision: Director of Nursing

Risk Exposure: High Risk

Physical Requirements:

- ❖ The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the Staff Nurse. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential job functions.
- ❖ The Staff Nurse will frequently be walking, bending, stooping, kneeling, squatting, sitting, reaching overhead, and occasionally lifting up to twenty (20) pounds.

- ❖ The Staff Nurse must meet applicable federal, state and/or local health requirements relating to communicable diseases.
- ❖ Work is performed both indoors and outdoors.
- ❖ Transporting of participants is required.
- ❖ Must be able to stand and sit for extended periods of time
- ❖ Some lifting when gathering supplies
- ❖ Must be able to stand and sit for extended periods of time
- ❖ Some lifting when gathering supplies

I have read the above job description and fully understand the conditions set forth therein, and as a Staff Nurse, I will perform these duties to the best of my knowledge and ability.

Signature: _____

Date: _____