Apostolic Christian LifePoints

Job Description

Position:	**Nurse**
Facility:	**Timber Ridge**
Department:	**Nursing**
Reports to:	**Director of Nursing**
Supervises:	**Direct Support Person**

Scope of Position: The primary purpose of your job position is to plan, organize, develop, and direct the overall operation of our Medical Services in accordance with current applicable Federal, State, and Local standards, guidelines and regulations, and established policies and procedures as directed by the Director of Nursing and the Medical Director to ensure that the highest degree of quality care is maintained at all times.

Qualifications:

1. Ability to read, write and speak the English language
2. Minimum of nineteen (19) years of age and of good moral character
3. Registered Nurse or Licensed Practical nurse, licensed in the state of Illinois
4. Functions independently, demonstrate personal integrity and have the ability to work effectively with clients, administrative personnel, consultants, vendors, and others

Core Expectations:

1. Meet agency expectations for attendance, dress code, and working cooperatively with other employees
2. Follow safety requirements for agency and department
3. Respect rights and dignity of clients
4. Retrieve and record data in the electronic charting system
5. Establish and maintain medical records
6. Support and promote the values and standards of the agency

Job Responsibilities:

1. Direct the day to day functions of the Direct Support Person (DSP) in accordance with current rules, regulations, and guidelines that govern the long term care facility
2. Monitor personnel to ensure established policies and procedures are followed
3. Communicate and work as part of a team within the department assigned as well as with other departments
4. Maintain documentation as appropriate for the department
5. Participate in surveys (inspections) made by authorized government agencies
6. Prepare and administer medication, treatments, and other orders as ordered by the Physician
7. Order prescribed medications, supplies, and equipment as necessary, and in accordance with our established policies
8. Ensure that an adequate supply of medical equipment and supplies are on hand to meet the medical needs of the resident
9. Report any new or unusual changes in a resident to the DON

10. Provide notification and training to staff regarding any medically related changes to resident and procedures
11. Maintain a working knowledge of current federal, state and other regulatory bodies as well as professional standards
12. Review orders, reports, results and testing and provide follow-up or orders and document as needed or required
13. Review medical related staff documentation and provide follow-up as needed or required
14. Inform resident guardians/ family of a change in the resident's condition or the ordering of new diagnostic testing and assure that communications are documented according to procedures
15. Assist in standardizing the methods in which work will be accomplished
16. Accompany the Physician on rounds as necessary
17. Report resident changes to the Director or Nursing

Other Responsibilities:

1. Focus on meeting customer needs (staff, residents, families)
2. Support the vision, mission and agency values in working with others which the agency has a relationship
3. Respect and follow all resident rights guidelines
4. Report any violations of resident rights to appropriate human rights staff.
5. Maintain a positive, caring attitude throughout the workday
6. Use a team approach and help others
7. Display effective communication skills through proper interaction with residents, families and co-workers
8. Conduct yourself in a way that conveys an attitude of trust and dependability with co-workers
9. Report for work every scheduled day, on time and follow rules for the time clock
10. Respond to staffing needs of the department including calls for help when short staffed
11. Participate in department meetings and maintain appropriate number of in-service hours
12. Practice safe work habits and report all accidents/incidents to immediate supervisor as soon as they occur and complete required incident report
13. Maintain confidentiality of all resident information to assure resident rights are protected

Physical and Sensory Requirements:

The physical demands described are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Able to bend, stoop, and move intermittently throughout workday
2. Possess stamina to spend much of the workday standing or moving around
3. Possess sight/hearing senses, or use prosthetics that will enable these senses to function adequately
4. Possess emotional stability to work respectfully and harmoniously with clients and other staff
5. Able to use a computer, phone, etc. as required
6. Able to lift, push, pull, and move a minimum of 50 pounds

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Job Description Review

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I have read or have had this job description read to me and I fully understand the job description, its requirements, and that I am expected to complete all duties as assigned. I understand that the job duties may be altered from these duties. I have noted below any accommodations that are required to enable me to perform these duties.

I understand that in this position I will be exposed to body fluids which may be infectious. I understand that the facility will make available to me, free of charge, the Hepatitis B vaccination. I also understand that the facility will follow any other laws regarding testing of residents if I am potentially exposed to blood.

I further understand that my employment is at-will and thereby understand that my employment may be terminated at-will by the facility or myself, and that such termination must be made in accordance with the Agency Personnel Policy.

Employee Name (print): _____

Employee's Signature_____ Date_____

Supervisor's Signature _____Date_____