

## **HUMBOLDT SENIOR RESOURCE CENTER**

### **Job Description**

**JOB TITLE:** Registered Nurse (RN)  
**DEPARTMENT:** Adult Day Health  
**REPORTS TO:** Center Manager  
**FLSA STATUS:** Non-Exempt/Hourly  
**APPROVED:** **August 2019**

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**JOB SUMMARY:** Responsible for providing direct and indirect nursing care to program participants. Works in close coordination with program management to manage ongoing care of participants attending the Adult Day Health Day Center.

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

##### **Participant Care**

1. Performs physical assessment of participants upon admission and reassessment every six (6) months.
2. Administers treatments in accordance with physician orders.
3. Monitors, administers, and records prescribed medications per Title 22.
4. Responsible for managing medical emergencies.
5. Provides other nursing services as directed by program management.

##### **Documentation**

1. Develops Nursing and Personal Care sections of the Individual Care Plan (IPC) for all participants, specifying short-term and long-term nursing goals on admission and every six (6) months.
2. Maintains skilled nursing care records, signed and dated quarterly reports, progress notes in participant records, medication administration records, and other medical data as necessary to document medical and nursing care.
3. Documents nursing flow sheets, individual plans of care (IPCs), quarterly progress notes, and team member and participant PPD skin test screening records.
4. Files written and verbal Incident Reports with the CA Department of Aging (CDA) and Department of Health Care Services (DHCS). Notifies families or caregivers and program management of incidents.

##### **Coordination**

1. Monitors safety of the Day Center work environment and safety practices.
2. Assists Social Workers and Center Manager in facilitating team communication regarding participant, caregiver, employee, and program issues.
3. Participates in the process of teaching, training, and mentoring student interns and volunteers working within the program area.
4. Provides quarterly contact with pharmacists, facilitates review of medication delivery system, and implements follow-up education with relevant staff.

##### **Advocacy and Participant/Family Education**

1. Provides training to participants and families regarding medications, medical conditions, safety, etc. as required and provides general health education as requested by program management.
2. Communicates with participants' physician/caregiver regarding health concerns and makes recommendations.
3. Assists participants in obtaining medical services from other health services providers; schedules transportation as needed.

#### **EDUCATION &/or EXPERIENCE:**

1. Must have an Associates or Bachelor's degree in Nursing from an accredited school of nursing.
2. One (1) year of acute care preferred. Experience working with a frail or elderly population or in a licensed health care facility or clinic setting, desired.

#### **LICENSES OR CERTIFICATES:**

1. Must be a current Registered Nurse licensed by the California Board of Registered Nursing, in good standing.
2. Current CPR and First Aid certification within six (6) months of hire.

#### **PRE-SCREENING REQUIREMENTS:**

1. Requires clearance of a DOJ and FBI criminal history background check, pre-employment physical, and PPD skin test.

#### **JOB SKILLS:**

1. Nursing knowledge and skills necessary to treat participants and manage complex nursing situations. Ability to provide care for the frail/disabled elderly in a Day Center setting.
2. Ability to comply with required government regulations.
3. Excellent interpersonal and social interactions that demonstrate ability to work well as part of a team and contribute to effective work relationships.
4. Ability to maintain a positive attitude and balance in relationships with others in complex interpersonal situations. Exhibits patience and compassion in work with participants.
5. Ability to work independently, in a Multidisciplinary team, with community professionals, and with minimal supervision.
6. Good judgment, resourcefulness, flexibility, and problem-solving skills. Ability to be self-directed with strong organization, time management, and prioritizing skills.
7. Ability to respond safely and effectively in crisis situations.
8. Ability to work in a constantly changing environment with individuals of various backgrounds and abilities.
9. Ability to perform a variety of tasks in a timely manner. Strong organization and time management skills.
10. Ability to understand and incorporate detailed requirements in work activities. Ability to collect and analyze program data.
11. Ability to complete duties within an agreed upon time frame and to remain flexible to changes in daily job tasks, priorities, and/or workload.
12. Demonstrates sound verbal and written communication skills to convey information effectively.

13. Ability to keep immediate and surrounding work area neat and organized in a manner consistent with a professional administrative environment.
14. Ability to maintain excellent attendance and punctuality records.
15. Proficiency in Microsoft Office, including Word, Excel, PowerPoint, Outlook, and relevant computer programs and software (e.g. electronic health record software, email, internet).

**SUPERVISORY REQUIREMENTS:**

1. This position has no Supervisory requirements.

**PHYSICAL REQUIREMENTS:**

1. Physical abilities sufficient to move between different staff work areas, communicate with co-workers and the public, operate a computer, produce reports, talk on the telephone, and travel to other agency worksites.
16. Ability to sit at a desk and interact with a computer screen for extended periods of time. Hand and arm strength sufficient to operate a keyboard for several hours each day.
17. Assists participants with transfers, ambulation and group exercises, pushing occupied wheelchairs up and down ramps.
18. Assists participants to and from sitting positions and on and off of large transportation vehicles.
19. Moves tables, chairs, and activity equipment for different activities.
20. Assists participants with personal care, as needed.

**ANALYSIS OF PHYSICAL DEMANDS:**

Key (Based on typical week): **N**=Never; **R**=Rarely (Less than 1 hour per week); **O**=Occasional (1%-33% of time); **F**=Frequent (34%-66% of time); **C**=Constant (over 66% of time)

Activity	Frequency					Activity	Frequency				
	N	R	O	F	C		N	R	O	F	C
<b><i>Lifting/Carrying</i></b>						<b><i>Twisting/Turning</i></b>					
Under 10 lbs.				X		Reach over shoulder				X	
11-20 lbs.				X		Reach over head				X	
21-50 lbs.				X		Reach outward				X	
51-100 lbs.			X			Climb			X		
Over 100 lbs.			X			Crawl			X		
						Kneel			X		
<b><i>Pushing/Pulling</i></b>						Squat			X		
Under 10 lbs.				X		Bend			X		
11-20 lbs.				X		Sit			X		
21-50 lbs.				X		Walk-Normal Surfaces				X	
51-100 lbs.			X			Walk-Uneven Surfaces			X		
Over 100 lbs.			X			Walk-Slippery Surfaces		X			
						Stand				X	
<b><i>Other</i></b>						<b><i>Driving</i></b>					
Keyboard/Ten Key			X			Automatic Trans					
Fingering (Fine dexterity)			X			Standard Trans					
Handling (grasping, holding)				X							
Repetitive Motion-Hands			X								
Repetitive Motion-Feet			X								

The above statements are intended to describe the general nature of work performed. They are not to be considered an exhaustive list of all job tasks performed. The agency reserves the right to change job descriptions, work hours or work sites as required by the program.

*The Humboldt Senior Resource Center is a private, non-profit, multi-purpose senior center providing a continuum of social and health related services. The agency currently holds contracts with the California Department of Aging and Area One Agency on Aging.*

*The Humboldt Senior Resource Center is an equal opportunity employer. We will not unlawfully discriminate against qualified applicants or employees with respect to any terms or conditions of employment based on race, color, national origin, ancestry, sex, sexual orientation, age, religion, physical or mental disability, medical condition, pregnancy, breastfeeding, gender identity, marital status, citizenship status, military or veteran status, genetic information, or other basis protected by applicable Federal or State law.*

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Employee Signature

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Date