



JOB TITLE: Registered Nurse (RN)

REPORTS TO: Director of Health Services

SUMMARY : Provide nursing care to residents/clients in Crossnore Communities for Children programs. Responsible for assessment, evaluation and update of resident care through observation of physical and behavioral symptoms and coordination with the Director of Health Services and Medical Director. Assist in basic health maintenance of residents via conducting baseline health screening on admission, coordinating regular medical and dental appointments, and assisting with triage for minor injuries and illnesses.

STATUS: Full Time, Exempt

SCHEDULE: Salary based on 40 hours per week: 4 days per week on site in office, with approximately 8 additional hours a week total time handling on-call (phone triage, coming into office for admissions nursing assessments within 24 hours of admission).

QUALIFICATIONS

- **Education/Experience**
 - A valid North Carolina RN license required.
 - Previous work experience in pediatrics strongly preferred.
 - Previous work experience with mental health preferred.
- **Skills/Competencies**
 - Basic knowledge of child/adolescent emotional and mental health and disease concepts.
 - Ability to relate to children, colleagues, and families in a manner that will promote agency and health related goals.
 - Outstanding communications and interpersonal skills required.
 - Must be willing and able to use or learn to use other information systems including, but not limited to: electronic health record, lab ordering/results reporting system, e-prescribing system, and agency-utilized Google suite systems (drive, sheets, etc.).
 - Ability to establish and maintain effective working relationships with members of

caseload and their families, coworkers, agency departments, and community collaborators.

- Passion for serving youth and families, and the youth-serving workforce.
- Demonstrated ability to exercise discretion and independent judgment.
- Demonstrated ability to operate well in crisis situations and knowledge of cultural issues that can affect care.
- Ability to work on diverse teams and must be flexible and willing to work with youth of all ages, races, nationalities, sexual orientations, gender identities, disabilities, and backgrounds.
- Valid Driver's License, and must be willing to travel to various job related locations.

SOCIAL RESPONSIBILITIES

1. Cultivate a nurturing environment through the use of the Sanctuary Model that supports client and staff development on every level spiritually, socially, educationally, and emotionally.
2. Be aware of and willing to work with youth and families of all ages, races, nationalities, sexual orientations, gender identities, disabilities, and backgrounds and to foster diversity and inclusion in the workplace and designated program area.
3. Use the Sanctuary Model and its toolkit to continue to provide guidance towards the responsiveness and respect of diversity, multiculturalism, and inclusion across all programs and settings.
4. Be committed to using Sanctuary principles when interacting and communicating with others, in team building, giving and receiving feedback, showing initiative, working independently, and in using good judgment, problem solving and decision making.
5. Embrace technology by being willing and able to check and respond to emails/messages, prepare documentation and attend meetings via video conferencing.
6. Promote a safe, secure environment in all areas of responsibility.
7. Comply with all standards of accreditation and licensing agencies and adhere to all organizational policies, procedures and program guidelines.
8. Use Crossnore Communities for Children resources efficiently and conservatively, including time, facilities, vehicles, equipment, supplies and funds.
9. Assume responsibility for personal and professional development through appropriate use of regular supervision (individual or group), participating in meetings, maintaining continuing education requirements, licensure and certifications and attendance at classes, workshops, etc. to improve professional skills.
10. Maintain professional conduct and image to actively promote the mission, value and purpose of Crossnore Communities for Children.
11. Ensure the provision of quality services through participation in Crossnore Communities for Children Performance Quality Improvement (PQI).

JOB DUTIES AND RESPONSIBILITIES: Triage, Education, Care Coordination, and Direct Care

Triage

1. Provide telephone triage on-call for residential programs re: decision-making for appropriate treatment steps for injury and illness of clients
2. May assist admissions team with questions about medical conditions of potential residential clients
3. Review and determine priority for scheduling of initial psychiatric evaluations

Education / Training

1. Serve as a resource to staff and clients' families regarding clients' health conditions, medications, and treatment plans.
2. Provide training directly to clients regarding sexual health/hygiene and other relevant health topics
3. Provide CPR/First Aid training for staff and foster parents. Coordinate with training office to ensure proper documentation of training status of staff and foster parents.
4. Provide Medication Administration training for program staff and affiliates as needed (relevant for residential, foster care, and Day Treatment programs)

Care Coordination

1. Provide assistance in obtaining written orders for medication as well as legal guardian consent for medication (OTC and Rx) when necessary. Assist cottage staff in ensuring that medication orders are transcribed properly.
2. Assist with monitoring and entering medication refill requests, ensuring that residential clients receive medications from pharmacy in timely manner
3. Maintain inventory of stocked over-the-counter PRN medications and medical supplies for First Aid Kits
4. Serve as a resource to staff with questions or concerns regarding client's medications and care. Provide individual instruction to residents and families concerning medications, health, and medical needs.
5. May participate in resident staffing meetings and contribute to pertinent observations and knowledge of updates/changes to the treatment plan
6. Conduct and/or supervise and document regular audits of all Medication Administration Records to ensure they are current, accurately reflect medication orders, and in compliance with agency policies and licensing standards
7. Conduct checks of medication storage in cottages and programs to ensure compliance with regulatory / licensing requirements
8. Serve as liaison between agency and primary care and specialty providers regarding clients' health needs (i.e. requests for appointments, communication of specific concerns, coordination of lab monitoring, etc.) as needed

Direct Care

1. Conduct admission physical exam and vital sign screening, verifying orders and medications. Work with Admissions team members and Director of Health Services to ensure other medical admission needs are completed and documented. This may include on-site support for after-hours admissions (examples: physical screening, medication, initial MAR creation) as needed.
2. Observe and report clients' signs, symptoms and behaviors and any subsequent treatment and/or interventions and record same in the medical record according to policy (includes but not limited to obtaining and documenting vital signs when necessary)
3. Provide basic lab work (phlebotomy, urine specimen screening, and nasal swabs) for clients. Coordinate with lab testing company to ensure lab test results are obtained and

reviewed by the appropriate medical provider (medical director, psychiatrist, primary care provider) and program staff. Ensure results are documented.

4. Provide First Aid, CPR or emergency intervention as needed if on-site and available to assist
5. For psychiatric clinic, assist in: obtaining vital signs, phlebotomy, and other examinations as needed
6. Other duties as assigned by Director of Health Services or Medical Director

PHYSICAL DEMANDS Medium

Position involves lifting no more than 50 pounds at a time with frequent lifting or carrying of objects weighing up to 20 pounds. Frequent walking, standing, and sitting.

Frequent reaching and/or grasping using hands and/or arms. Frequent use of hands requiring dexterity in using the telephone, computer keyboard, or other objects. Visual ability including distance, peripheral and depth perception. Ability to drive. Regularly required to talk and hear. Ability to spend long periods of time standing, bending, stooping, and walking around the facility. Able to climb stairs repeatedly. Job requires physical stamina; agility required to manage young, active clients. May involve contact with clients and/or family members who may be hostile, resistant, and violent.

The above list is not all-inclusive. Other responsibilities may become necessary in the course of working routines and therefore be required.

_____ *I understand that this job description does NOT constitute a contract for employment and that Crossnore Communities for Children may exercise its employment-at-will rights at any time.*

_____ *I understand that this job description is a guide and not all-inclusive, and is subject to change without advance notice to me. Management may, at its discretion, assign or reassign duties and responsibilities to this job at any time, due to reasonable accommodation or other reasons.*

_____ *I have received a copy of this job description and understand the responsibilities, and certify that I am able to perform the essential functions of this position as outlined in this job description with/or without accommodations.*

Employee Signature

Date

HR Representative Signature

Date