

JOB DESCRIPTION

Job Title: Registered Nurse
Department/Status: Health Care Services/Non-exempt, Full-time or Part-time
Supervisor: Director of Health Care Services

JOB SUMMARY

The position will provide direct individual care, assessment and treatment for Florence Crittenton Services. The Registered Nurse participates in the development of professional nursing practices and assessments and maintaining individual charts and records.

ESSENTIAL FUNCTIONS

Nursing Activities:

- Completes Intake health assessments, including health history, for new admittances to the facility within twenty-four hours of admission.
- Refers residents for dental, visual and complete physical examinations, laboratory and x-ray procedures.
- Develops, implements, evaluates and revises nursing care plans and communicates any changes verbally and in writing as necessary.
- Reports significant changes in the resident's condition to appropriate members of the health care team; records symptoms, reactions, progress of the individual.
- Administers and supervises administration of medications and treatments safely, effectively, therapeutically and as ordered.
- Participates in resident oriented team meetings as designated by Director of Health Care Services.
- Provides direction and supervision to those assisting with components of program, including staff, volunteers, interns, work-study individuals or those working on grant-funded projects.
- Examines residents post restraints.
- Keeps up to date on information and technology affecting program areas
- Performs other duties as assigned.

Terms of Employment:

- Flexibility in work schedule is a necessary requirement. Weekend rotation and on-call may be required.
- Shifts consist of two 8-hour shifts per day: 6a-2p and 2p-10p. Other arrangements are made with supervisor approval only.
- The nurse will make reasonable effort to work shifts as assigned. In the event sick leave must be used, notify the appropriate staff at least 4 hours before the shift begins.

QUALIFICATIONS

Education and Experience:

- Must be eligible to be licensed as a Registered Nurse in the State of Kansas.
- Two to three years varied experience, including mental health, as a Registered Nurse preferred.

Knowledge, Skills and Abilities:

- Knowledge of professional nursing theory and practices.
- Knowledge of accreditation standards and practices.
- Knowledge of applicable laws and regulations governing Psychiatric Residential Treatment Facilities
- Knowledge of basic human physical and psychosocial needs.
- Ability to apply nursing techniques to special patient care population of teenaged at-risk girls.
- Ability to follow detailed oral and written directions.
- Ability to prepare and maintain records, charts and reports.
- Ability to communicate very effectively verbally and in writing, and to deal tactfully with people from all background and cultures.
- Must have high level of interpersonal skills to handle sensitive and confidential issues and information.
- Ability to maintain a helpful and sympathetic attitude towards patients under trying conditions and to maintain harmonious working relationships with profession, clinical and direct care co-workers.
- Demonstrated competence with e-mail, word processing and spreadsheet programs in Windows base.
- Well organized with strong attention to details. Can be depended upon to complete work in a timely, accurate and thorough manner with conscientious attention to assignments/outcomes.

Physical Requirements:

- Regularly required to see, hear, and/or talk.
 - See well enough to read reports, monitor youth, drive a vehicle, and observe discreet behaviors.
 - Hear well enough to converse on the telephone and hear comments mumbled under breath.
 - Speak well enough to teach skills, give feedback, discuss strategies and converse on telephone.
- Frequently required to walk, stand, and sit for extended periods of time.
 - Body movement or mobility to track behaviors of youth moving around the building.
 - Ability to walk up the stairs (where necessary) throughout the 8 hour shift, and get into and out of a vehicle.
 - Stamina to work on your feet, as needed, for 8 hour shifts.
- Remain awake and alert throughout the work shift.
- Frequently required to lift and move up to 10 lbs.
- Occasionally required to lift and move up to 25 lbs and 50 lbs with assistance.
 - Such as: suitcases, groceries
- Ability to push/pull up to 200 lbs during a physical restraint.
 - Required to physically assist in the verbal and physical restraint of clients up to 200 lbs who need external controls.
- Bend, stoop, and/or reach as needed.
- Satisfactory level of dexterity to complete various tasks including, but not limited to, operating a computer keyboard, cooking or driving. Ability to read computer screen and mail.

Travel Requirements:

- Type - conferences, seminars, meetings, trainings or off-site activities with residents.
- Qualifications – valid Driver’s License with an acceptable driving record.

Additional Duties:

- Additional duties and responsibilities may be added to this job description at any time. The job description does not state or imply that these are the only activities to be performed by the employee(s) holding this position. Employees are required to follow any other job-related instructions and to perform any other job-related responsibilities as requested by their supervisor.

Florence Crittenton Services of Topeka, Inc. is an employer-at-will.

Employee Signature

Date

Supervisor Signature

Date

Prepared/Revised by:
Date: