



The Children's Place

A S S O C I A T I O N

Job Description

Job Title: Registered Nurse
Department: Residence
Reports To: Program Manager, Health Care & Nursing Services
FLSA Status: Exempt
Salary Grade:
Approved By: _____, President/CEO
Revised: 02/09

SUMMARY

The Registered Nurse assesses and monitors the health status and well being of each resident, provides medical care as directed by the children's health care providers, and provides leadership to the childcare worker staff.

ESSENTIAL DUTIES AND RESPONSIBILITIES include but not limited to the following. Other duties as may be assigned.

- Provides medical care to the residents as prescribed by their health care providers. Examples of medical care include: administration of medication, nebulization treatments, NG insertion and feedings, G-tube feedings, chest physical therapy, dressing changes, ROM exercises, and taking vital signs.
- Communicates with the residents' health care providers and/or medical director when health care/medical issues arise. Sets up medical appointments as necessary.
- Plays key role in Behavior Management Plan implementation. Develops and implements care plans for the residents to include medical, physical, emotional and social needs.
- Supervises the childcare workers in providing care to the residents. Assigns lead CCW to each child.
- Trains CCW on any special procedures required by a child.
- Provides daily medical record documentation of nursing care through Nursing and Shift notes.
- Maintains universal precautions and infectious control, and ensures proper handling and disposal of infectious wastes. Ensures that the living environment is clean and safe.

- Trains parents, foster parents and other care givers on the care of their children. Helps foster a positive relationship between parent/foster parent and child.
- Maintains confidentiality of residents and their health care issues.
- Adheres to the policies and procedures of CPA, and to state and federal regulations for a pediatric residential facility.
- Assists the volunteers in adhering to CPA's policies and procedures, especially in the areas of safety, infection control and confidentiality.
- Attends and participates in staff meetings and continuing educational programs.
- Maintains yearly CPR certification.

SUPERVISORY RESPONSIBILITIES

Directly supervises employees and the childcare staff. Carries out supervisory responsibilities in accordance with the organization's policies, procedures and applicable state and federal laws. Responsibilities include training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative but not limited as to the knowledge, skill, and ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

OTHER EXPECTATIONS

Employee shall respect the diversity of all individuals (e.g., clients, co-workers, stakeholders) and refrain from any form of discrimination and/or harassment based on religious, marital, ethnic, racial, gender, sexual orientation or other differences. Employees share the responsibility of creating and maintaining a welcoming and supportive work environment.

EDUCATION and/or EXPERIENCE

Must be a licensed RN with a minimum of 1-year pediatric experience. Infectious disease experience desirable.

CERTIFICATES, LICENSES, REGISTRATIONS

Current Illinois RN license.

PHYSICAL DEMANDS

While performing the duties of this job, requirements may include: standing, walking, sitting, and crouching; seeing and color perception (red, green and amber); hearing and listening; clear speech; touching, including dexterity and use of hands and fingers; ability to move distances between rooms and floors; pushing and pulling; lifting and carrying up to 50 pounds.

MENTAL/REASONING REQUIREMENTS

Mental requirements of this job as it is typically performed may include: reading skills to comprehend legal and medical requirements, journals and records; excellent writing skills to document records; basic math skills; analysis and comprehension skills; and judgment and decision making skills.

WORK ENVIRONMENT

The work environment described here is representative of that an employee encounters while performing the essential functions of this job. The noise level in the work environment is usually moderate. The work environment may include any or all of the following: shift work; working alone; working with others; verbal contact with others and face-to-face contact; working inside; working with various types of medical equipment; moving objects or people; working where odors are present; working with medical hazardous materials.

DISCLAIMER

The above statements are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, duties and/or skills required of all personnel so classified.

ACKNOWLEDGMENT OF RECEIPT OF JOB DESCRIPTION

The undersigned hereby confirms that he/she has received a copy of the preceding job description. The undersigned confirms that he/she has read this job description, understands it, and is able to perform the essential functions of the position.

Employee

Date