POSITION DESCRIPTION

**Position Title**: Registered Nurse

**Classification**: Non-Exempt

**Reports To:**  Director of Health Services

**Supervises:** N/A

**Essential Staff?** Yes. Essential staff must remain on duty to supervise youth and ensure safe campus operations in the event of call-offs, late arrivals, crises or inclement weather.

## POSITION SUMMARY

The Registered Nurse assists in the daily operations of the health clinic by arranging for all medical, dental, vision and mental health services, completing clinic work, and ensuring the overall wellbeing of youth in care.

# **ESSENTIAL FUNCTIONS FOR ALL STAFF**

* Adheres to all policies and procedures.
* Performs all work in a safe manner.
* Treats all children, families, staff with respect and courtesy.
* Is required to complete and maintain all mandated and required training within required agency timeframes.
* Must maintain timely compliance with all established agency standards and employment documentation.
* Acts in compliance with Department of Human Services Regulations to the highest degree of ethical standards.
* Maintains a clean and tidy working environment.
* Provides services in a manner that are sensitive to the age, culture, religion, dietary needs, sexual orientation, gender identity and other important individual needs of clients.
* Ensures proper physical care is provided.
* Ensures new clothing and personal grooming items are provided.
* Implements strategies to discourage runaways and unauthorized absences.
* Informs the client of his/her rights and ensures that those rights are met.
* Carries out the program’s rules and discipline standards with a positive, strength-based behavior management approach.
* Provides transportation to and from campus.
* Carries out additional duties as assigned by program’s Director.

# **POSITION-SPECIFIC ESSENTIAL FUNCTIONS**

* Maintain health clinic sick area for youth when home sick from school or in need of medical quarantine from others. Notify treatment team and school when youth are home sick.
* Collaborates with other health clinic staff to provide appropriate clinical interventions and treatment.
* Orders necessary prescriptions and medications from the pharmacy, prepares medication orders for cottage residents.
* Inventories and orders clinic and office supplies.
* Arranges, schedules and confirms medical, dental and mental health appointments.
* Coordinates routine and emergency care.
* Performs administrative duties relative to client’s medical records.
* Administers medications.
* Receives and reroutes messages or documents, such as laboratory results, to appropriate staff.

**MINIMUM REQUIREMENTS** *(Education, experience, etc.)*

* Graduate of an accredited school of nursing and current Pennsylvania Registered Nurse (RN), license in good standing required; Bachelor of Science in Nursing (BSN) preferred.
* Minimum of one year mental health, pediatric, adolescent or physical health nursing experience preferred.
* Have excellent written and verbal communication skills.
* Have excellent computer skills.
* Needs valid Pennsylvania Driver’s License with clean 3-year driving history.
* Must pass a pre-employment drug screen and background check.
* Must have health assessment certified by a physician no more than 30 days prior to commencing employment and renewed every two years.
* Must provide current PA Child Abuse, PA Criminal History and FBI Fingerprinting clearances within 30 days of commencing employment.

**WORKING CONDITIONS**

* Primary direct treatment/care work is conducted from the campus health clinic.
* Additional involvement includes visiting cottages throughout campus for team meetings and the administration building and shelter to attend medication psychiatric consults.

# **SAFETY HAZARDS OF THE JOB**

* Responsibilities may include the need to facilitate a passive physical restraint in accordance with the criteria of the Pennsylvania Code 3800.211.
* Potential for personal injury to include, but not limited to, bites, kicks, punches and scratches.
* Potential for possible exposure to bloodborne pathogens - universal precautions are to be utilized in all potential exposure situations.
* Potential for emotional stress as it relates to working with at-risk youth.

**HIPAA /CONFIDENTIALITY**

As an employee I agree to follow the standards set forth by the Health Information Portability and Accounting Act (HIPAA) as well as the stricter state standards as they apply. Due to the nature of the work environment, employees will have direct and/or indirect access to confidential information regarding clients and/or personnel. All confidential information cannot be discussed with, or disclosed to, unauthorized persons.

# **EMPLOYER'S RIGHTS**

This job description does not list all the duties of the job. Employees may be asked by Bethany to perform other duties. Performance evaluations, in part, will be based upon performance of the tasks listed in this job description.

Bethany has the right to revise this job description at any time. The job description is not a contract for employment. That is, employment with Bethany can be terminated with or without cause, and with or without notice at any time, at the option of the employee or that of Bethany.

Employee Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_