

John F. Murphy Homes, Inc.

JOB DESCRIPTION

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| POSITION: Assistant Corporate Nurse | JOB CLASS: Regular, Exempt; Level II |
| REPORTS TO: Corporate Nurse | EFFECTIVE DATE: July 2015 |

I. SUMMARY STATEMENT: (Purpose, objectives and functions of the position)

Assumes responsibility in providing leadership, guidance and support to the administrative staff and direct support staff to include education, training, and relevant nursing oversight and direction. Provides supervision and direction necessary to successfully apply JFM policies in support of the people served. Develops partnerships with management and employees to effect resolutions to daily challenges and issues, keeping all parties apprised of relevant activities and initiatives. Is directly involved in following plans and programs relating to the nursing care of the people served by JFM. Many of the people we serve have acute or chronic physical/psychological conditions and behavioral challenges that require evaluation and treatment. Services are provided under the direction of outside professionals.

II. PRINCIPAL DUTIES AND RESPONSIBILITIES:

1. **COMMUNICATION:** Must communicate directly and clearly with coworkers, people served, direct support staff, family members, guardians, caseworkers, and the public. The Corporate Nurse must follow written and verbal directions and actively support the goals, objectives, and philosophy of the organization. Communication may be verbal, in writing, or through basic sign language or gestures as needed. Must be able to interpret body language, vocalizations, and physiological signs. Offer ongoing, positive feedback, direction, coaching and support as needed.
2. Communication / interactions with people supported must always be respectful and in a manner in which the person likes to be addressed and engaged, consistent with how the staff interacts and communicates with all other people of the same age. This includes meeting the person's preferences regarding name to be used, communication style, tone and volume of voice, and technique. Such interactions / communication may need to be revised regularly during the interaction according to input or feedback from the individual. Respectful interaction and communication style and technique is of particular importance in challenging or difficult situations. Communication (to include non-verbal communication such as gestures or facial expressions) that concerns the people supported shall never be conducted in the presence of the individual as if the person is not present. Furthermore, when discussions or interactions in the presence of the person supported shall always include the person, with full acknowledgement of the person's presence and provide opportunity for the person to participate, regardless of the persons' interest or ability.
3. **ADMINISTRATION:** Oversees the daily operation of nursing services in collaboration with the agency administrators. Must prioritize tasks for maximum efficiency and effectiveness. As part of the daily routine, tasks may include collecting data, preparing reports and other documentation. Provide verbal and written instructions pertaining to routines, plans, programs, and activities.
4. **QUALITY ASSURANCE:** Responsible for optimal nursing services quality by assuring that service objectives, standards of nursing practice, and nursing policies and procedure manuals are followed to achieve the highest levels of nursing care. Surveys are conducted by use of parent / guardian satisfaction surveys, case management surveys, and informal feedback from both internal and external sources.
5. **CLINICAL:** The Corporate Nurse will participate in the development and implementation of persons served nursing care policies and procedures. Must be familiar with the medical history of the people served by JFM and ensure that individual nursing plans are followed; assist or supervise all aspects of nursing care to include development and implementation of clinical procedures.

6. **SAFETY:** Supervise and implement procedures and guidelines that will assure the health and safety of all persons served, staff, and visitors. Establish a high priority for safe work practices, providing opportunity for team participation, staying in compliance with the Occupational Safety and Health Act (OSHA) and JFM safety guidelines.
7. **MEDICAL / HEALTH RESPONSIBILITIES:** The Corporate Nurse is involved in supervising the following: appropriate administration of medications and its documentation; toileting and personal hygiene, ensuring medical/health related needs are met; ensure that all staff observe, record, and report any unusual circumstances; ensure that program procedures and policies are followed.
8. **TRAINING & DEVELOPMENT:** The Corporate Nurse is responsible for his/her personal development by seeking appropriate in-service training, workshops on management and clinical administration, and staying abreast on new developments. Special emphasis is required toward understanding the evolving medical needs of the people served by JFM.
 - a. Develops and promotes continuous education and training for administrative and direct support staff, ensuring that all team members are cognizant of policies and procedures, and interpretation of policy / procedures when needed. Must demonstrate, teach and support the goals and philosophies of the agency to the entire team.
9. **COMPLIANCE / REPORTING:** The Corporate Nurse is accountable for compliance with all JFM procedures, policies, and federal/state / local regulations. These include, but are not limited to restriction of rights, abuse/neglect/exploitation/mistreatment reporting, quality assurance reporting, and data collection / record keeping. Any knowledge or suspicion of abuse, neglect, mistreatment, or exploitation must immediately be reported to the supervisor and in accordance with JFM procedures. Report any changes or issues that may have impact on the safety, health, cleanliness and/or comfort of the supported persons or their environment.
10. **OTHER DUTIES:** May be asked to participate on JFM committees or work on other projects. Other related duties may be added to this job description as needed.

III. JOB COMPONENTS:

- A. **Management:** Implements appropriate program plans, procedures, assessments and policy in accordance with applicable local, State, Federal laws and JFM standards.
- B. **Confidentiality:** Daily involvement with sensitive issues. All activity requires conducting business with strict adherence to confidentiality. Decorum and integrity characterize all phases of this position.
- C. **Decision Making:** The Corporate Nurse is responsible for day-to-day supervision and decisions relating to management of respective programs, health, safety, staffing, and budgets. Any non-routine decisions are to be referred to the supervisor.
- D. **Contacts (internal and external):** Interfaces with public and private organizations at meetings, seminars and training to acquire new and innovative practices in upgrade of services. Attends and / or facilitates meetings to communicate program initiatives and to promote partnerships within JFM and the community.
- F. **Environment:** Daily work activity is conducted both in indoor and outdoor environments which involve movement in and around the surrounding communities. At times, may be required to lift 50 pounds or 1/4 of his/her body weight or assist in lifting up to 50 pounds and / or restraining using approved techniques and procedures as outlined in the JFM Behavioral Services Manual and other approved plans.

G. Equipment / Machines Used: Use of a Personal Computer (PC) is essential in the discharge of daily duties. It is recommended that the Corporate Nurse has a reliable personal vehicle for travel to seminars and meetings. Equipment and machinery typically found in an office and nursing setting will be used on a consistent basis in the daily work activity.

IV. QUALIFICATIONS:

- A. Education / Experience:** A degree and current state of Maine Registered Nurse license is required; BSN preferred. Three years working directly with persons with developmental disabilities. Working knowledge of nursing services, habilitation, and regulations is highly preferred.
- B. Skills/Abilities:** Familiarity with terms used in the social work field and experience with DHHS agencies desirable. Ability to participate in interdisciplinary teams and work with a variety of service providers, case managers, and State agencies. Ability to write procedures and policies. Ability to type; familiarity with Microsoft® Office software is highly preferred.

I have read and understand the above job description and will perform the duties to the best of my ability and knowledge. I have been given the opportunity to ask any questions I may have regarding this position and understand that the supervisor is available to provide clarification. I understand that this is not a contract of employment and that the duties, responsibilities and conditions outlined may be changed to meet organizational needs.

(Printed Name)

(Signature)

(Date)