

Job Description

CATHOLIC COMMUNITY SERVICE

419 Sixth Street, Juneau, AK 99801
907 463-6100 -- www.ccsjuneau.org

_____ <i>Name</i>	_____ <i>HHCJ Nurse</i> <i>Job Title</i>
_____ <i>Supervisor</i>	_____ <i>HHCJ Program Manager</i> <i>Supervisor's Title</i>
_____ <i>Juneau / Administrative Office</i> <i>Location</i>	_____ <i>Background Check/Fingerprinting;</i> <i>Proof of Current Auto Insurance</i> <i>CPR/First Aid; Professional License</i> <i>Requirements</i>
FLSA Status: ___ Exempt ___ Non-Exempt	

ESSENTIAL JOB FUNCTIONS:

1. Supervises care of the client by functioning as Team Leader.
2. Seeks and obtains sufficient information necessary to function effectively in health care setting where assigned.
3. Consults with physicians, client/family, social workers, discharge planners and other disciplines to establish a coordinated home plan of care.
4. Assesses and evaluates client's status.
5. Administers medication and treatments as prescribed by the physician.
6. Initiates and applies appropriate preventative, therapeutic and rehabilitative nursing procedures and techniques.
7. Maintains communication regarding client care with the physician and supervisor.
8. Observes the client for changes in condition, discusses changes with the client or family/ caregiver and reports changes, as necessary, to the attending physician.
9. Assists the client with the activities of daily living and facilitates the client's efforts toward self-sufficiency and independence.
10. Provides and maintains a safe environment for the client.
11. Protects and promotes clients rights.
12. Assumes responsibility for personal growth and development.
13. Assumes responsibility as Clinical Care Coordinator as needed.
14. Available for weekend and on-call coverage.
15. Other duties as assigned.

JOB DUTIES:

1. Supervises care of the client by functioning as Team Leader.
 - A. Maintains communication between the Certified Nursing Assistant, Social worker and the client.
 - B. Schedules case conferences to coordinate interdisciplinary team services.
 - C. Supervises ancillary personnel and delegates responsibilities when required.

2. Seeks and obtains sufficient information necessary to function effectively in healthcare settings as assigned.
 - A. Complete Start of Care Assessment.
 - B. Complete Service and Financial Agreement.
 - C. Ask patient to sign the authorization to release information.
 - D. Complete Medication Information.
 - E. Initiate referral(s) for other disciplines as needs are identified.
 - F. Provide patient with information on Durable Power of Attorney, Living Will, and Patients Bill of Rights.
3. Consults with physicians, clients/family, social workers, discharge planners and other disciplines to establish a coordinated home plan of care based on the OASIS assessment.
 - A. Principal Diagnosis.
 - B. Medications Dose/Frequency.
 - C. Orders for treatment.
 - D. Goals/Rehabilitation.
 - E. Send Plan of Care to Physician for signature.
4. Assesses and evaluates client's status.
 - A. Reviewing and implementing the plan of care.
 - B. Regularly re-evaluating patient/client needs.
 - C. Revising the plan of care as necessary.
5. Administers medication and treatments as prescribed by the physician.
 - A. Communicate with physician when medications or treatments need to be revised.
 - B. Obtains verbal orders for changes in the treatment plan and sends written orders to the physician to be signed.
6. Initiates and applies appropriate preventative, therapeutic and rehabilitative nursing procedures and techniques.
 - A. Initiates preventative, therapeutic and rehabilitative nursing personnel.
 - B. Initiates Intra-Agency referrals.
7. Maintains communication regarding client care with the physician and agency supervisors.
 - A. Reports on all visits.
 - B. Brings any concerns about patients or patient care to be discussed at meeting.
 - C. Comes to all full staff and clinical staff meetings.
8. Observes the client for changes in condition, discusses changes with the client or family/caregiver and reports changes as necessary, to the attending physician.
 - A. Discusses changes with client family/caregiver.
 - B. Reports changes as necessary to the attending physician.
9. Assists the client with the activities of daily living and facilitates the client's efforts toward self-sufficiency and independence.
 - A. Teaches the client and family/caregiver safe and effective techniques as appropriate.
 - B. Teaches the client, family/caregiver how to fill med. boxes.
 - C. Initiates visits by Occupational, or Physical Therapist to teach client, family/caregiver effective techniques to become more independent.
10. Provides and maintains a safe environment for the client.

- A. Assess home for safe conditions at each visit.
 - B. Report any unsafe conditions to supervisor.
11. Protects and promotes clients rights.
- A. Notify clients in writing of their rights and obligations before treatment begins.
 - B. Assist client's family/caregiver and other agency personnel in providing continuity of care.
12. Assumes responsibility for personal growth and development.
- A. Maintains and upgrades professional knowledge and practice skills through continuing education and in-service classes.
 - B. Demonstrates knowledge of and compliance with HHCJ & CCS policies and procedures.
13. Assume responsibility as Clinical Care Coordinator.
- A. Work in the office whenever the clinical care coordinator is out.
 - B. Assumes responsibilities for, processing new referrals, scheduling nurses, checking insurance, receiving all calls and answering clinical questions.
14. Available for weekend and on-call coverage.
- A. Share duties with other staff nurses to provide on-call nursing care to HHCJ patients as needed 24 hours/7 days a week.
 - B. Share duties with other staff nurses to provide weekend coverage for essential nursing care and admissions as required.
15. Other duties as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES:

Complies with accepted professional standards and principles. Possesses and maintains good physical stamina and mental health. Must be an Alaska licensed driver with an automobile that is insured in accordance with state and/or HHCJ requirements. Has excellent observation, good nursing judgment, and good oral and written communication skills. Is self-directed with the ability to work with little supervision. Has good organizational and leadership skills. Complies with agency annual requirements as defined by agency policy.

QUALIFICATIONS:

A graduate of an accredited school of professional nursing. BSN preferred. Currently licensed as an RN through the Alaska State Board of Nursing and provides proof of current professional liability insurance. At least one year general nursing experience, with current home health, hospice, or medical/surgical preferred.

I have read, understand and am able to perform the essential functions of this position with or without reasonable accommodation.

Employee Signature

Date

**PHYSICAL REQUIREMENTS AND POTENTIAL HAZARDS
HHCJ Nurse**

The following identifies the physical demands and potential hazards typically encountered by this position. The information is necessary in part to ensure compliance with the Americans with Disabilities Act and the OSHA Blood borne Pathogens Standards. These can reasonably be anticipated in the normal and customary performance of the essential functions of your work.

- NA:** Not applicable, not required of this position.
- NE:** Requirement is present, but is not essential to the position.
- O:** Occasional, up to 33 percent of the time and essential to the position. (For example, a lifeguard swims only occasionally, but it is essential that a lifeguard be able to swim.)
- F:** Frequent, 34-66 percent of the time.
- C:** Continuous, over 66 percent of the time.

	NA	NE	O	F	C
Sitting			X		
Walking				X	
Standing			X		
Running		X			
Bending or twisting			X		
Squatting or kneeling			X		
Reaching above shoulder level				X	
Climbing (e.g. ladders)			X		
Driving cars, light duty trucks				X	
Driving heavy duty vehicles	X				
Using foot controls	X				
Repetitive motion of hands/fingers			X		
Grasping with hand, gripping			X		
Lifting/carrying 10-25 pounds			X		
Lifting/carrying 26-50 pounds			X		
Lifting/carrying more than 50 pounds		X			
Pushing/Pulling		X			

	NA	NE	O	F	C
Work in/exposure to inclement weather	X				
Work in/exposure to cold water		X			
Exposure to dust, chemicals or fumes			X		
Work/live in remote field sites	X				
Use of hazardous equipment (e.g. guns, chainsaws, explosives)	X				
Swimming, scuba diving	X				
Work at heights (e.g. towers, poles)	X				
Exposure to infection, germs or contagious diseases			X		
Exposure to blood, body fluid, or potentially contaminated materials			X		
Exposure to needles or sharp implements			X		
Use of hot equipment (e.g., ovens)		X			
Exposure to electrical current	X				
Seeing objects at a distance	X				
Seeing objects peripherally	X				
Seeing close work (e.g., typed print)			X		
Distinguishing colors		X			
Hearing conversations or sounds			X		
Hearing via radio or telephone			X		
Communicating through speech				X	
Communicating by writing/reading				X	
Distinguishing odors by smell			X		
Distinguishing tastes		X			
Exposure to wild/dangerous animals	X				
Exposure to insect bites or stings	X				
Work/travel in boat/small aircraft	X				
Exposure to aggressive/angry people		X			
Restraining/grappling with people		X			
Other:					

	NA	NE	O	F	C
Other:					

Items checked above must be consistent with tasks listed.

Are there any other physical or mental requirements of this position that have not been addressed above?

Ongoing mental & physical stress due to understaffing, short deadlines and highly visible programs subject to multiple, simultaneous demands.

I have read and understand the potential hazards and am able to perform the physical requirements as stated above with or without reasonable accommodation.

Employee Signature

Date