

Position Title: Registered Nurse
Reports to: Supervising Registered Nurse and Program Director
Status: Part-Time

General Summary:

Reporting to the Supervising Registered Nurse and Program Director, the **Registered Nurse** assists with the coordination and supervision of the agency health care (CBAS/ADHC) program.

Essential Job Functions:

- Provide initial & ongoing assessment to determine participant needs, develop nursing component of Individual Plan of Care and supervise provision of the services
- Review medications and physician's orders for incoming participants
- Oversee & supervise provision of Physical & Occupational maintenance therapies
- Document all skilled nursing care provided daily including quarterly signed/dated progress notes in each participant's record
- Supervise Health Aides, Therapy Aides and LVN
- Coordinate services with OT, PT, RD, ST, and Pharmacist
- Provide health education and counseling to participants and families as indicated in Individual Plan of Care
- Provide participant assistance in obtaining out-of agency medical services as needed
- Monitor, administer & document medication in accordance with licensing regulation and agency policy & procedure
- Provide participant with medication self-administration as appropriate
- Act as liaison to participant's physician
- Administer first aid as required
- Assist in developing health related training for staff, volunteers and families
- Assist participant with ADL's and/or IADL's as needed
- Maintain current and accurate written case management records, prepare variety of written reports and correspondence
- Participate in daily activities of the center including assisting as needed with meal service, clean-up, etc.
- Attend trainings, staff meetings, weekly health team meetings, in-services as needed
- Perform related tasks as required

Minimum Qualifications:

- Satisfactory completion of approved school of nursing program
- Currently held licensure in good standing by California Board of Registered Nursing

- Knowledge of Public Health nursing principles
- Knowledge of health issues surrounding aging and disability
- Maintain current CPR and First Aid certification
- Knowledge of health counseling techniques and practices
- Demonstrated ability to work independently, use sound judgment, work cooperatively & effectively with others
- Knowledge of community health services and facilities available to participants and families
- Ability to transport participant in relief or emergency circumstance
- Possess and maintain a valid California Driver's License, have satisfactory driving record and ability to show proof of insurance
- Computer literacy
- Demonstrated sensitivity to cultural diversity
- Demonstrated verbal and written communication skills

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential and non-essential functions of this job:

Essential Functions:

- Employees in this position sit, stand, bend, stoop, reach overhead, twist, and walk as needed
- Assist client to transfer to or from a wheelchair to chair
- Push, pull, lift and carry when needed, e.g. trays, supplies, wheelchairs, other assistive devices
- Employees must be able to assist participants in emergency situations when needed

Non-Essential Functions:

- Push wheelchair clients up to 200 lbs.
- Assist clients up to 200 lbs. to ambulate

The work environment described here is representative of those an employee encounters while performing the essential functions of this job:

- Work indoors in an open environment
- Have daily direct contact with a large group of clients

Must have:

- Current Physical/Health screening including TB screening

The job profile in no way states or implies that these are the only duties to be performed by the jobholder. The employee will be required to follow instructions and perform other

duties as requested by his/her supervisor or manager. This is not meant to be an exhaustive list of job duties. Essential elements may change when necessary.

Alzheimer's Orange County is an equal employment opportunity employer and strives to comply with all applicable laws prohibiting discrimination based on race, color, creed, sex, age, national origin or ancestry, physical or mental disability, veteran status, marital status, medical condition, sexual orientation (gender identification), as well as any other category protected by federal, state, or local laws.

The employee or the Organization may terminate employment at the Organization for any reason, with or without cause or notice, at any time. Nothing in any oral or written statement shall limit the right to terminate employment at will. No Supervisor or employee of the Organization shall have any authority to enter into an employment agreement – express or implied – with any employee providing for employment other than at will.

To apply: all applicants **MUST** submit a cover letter and resume to be considered for this position. Please send all documents to Acacia.GardenGrove.HR@gmail.com.