

Rescue Mission of Trenton

Position Description

Job Title: Registered Nurse

Reports to: Clinical Director of Behavioral Health Services

Job Title(s) Reporting To This Position: N/A

FLSA: Non-Exempt

Scope of Services

The Registered Nurse will provide medication monitoring and coordination of all medical, dental, vision and mental health care of Mission residents in conjunction with the Mission medical liaison.

Qualifications for Position

Education: Bachelor's Degree required, Master's Degree preferred.

Certification and Licensure: Registered Nurse (RN) required

Experience: 3 years nursing experience
1 year of experience (working with individuals with addictions or substance abuse)

Skills and Abilities: Excellent writing, communication and organizational skills; Knowledge of principles and practices of nursing

Machine, Tools and

Equipment: General Computer Knowledge: Advanced Microsoft Office (Word, Excel, PowerPoint, Publisher and Outlook).

Other Requirements: Valid driver's license

Job Specific Duties & Responsibilities

- Covid-19 Testing of staff and residents regularly and as needed
- Provide professional nursing services for the Rescue Mission of Trenton and residents of Vince's Place Substance Abuse Treatment Facility, as needed
- Participate in the development of client treatment plans
- Provide face-to-face health care monitoring for the facility's clients
- Assist the Rescue Mission of Trenton in developing and maintaining written objectives, policies and procedures related to nursing services
- Ensuring the coordination and integration of nursing services with other client care services to ensure continuity of care for each client
- Where medically and clinically appropriate, participate on the multidisciplinary treatment team; and provide required documentation in the client records. Including, but not limited to, the following:
 - A) Clinical notes
 - B) A record of medications administered including, but not limited to:
 - The date the medication is ordered by the physician and the date the medication is to be discontinued
 - The name and strength of the medication
 - The date and time of the administration of the medication
 - Effects of medication (if indicated)

This document in no way states or implies that these are the only duties to be performed by the employee occupying this position

Revised 9-27-17

Rescue Mission of Trenton

Position Description

Job Title: Registered Nurse

Reports to: Clinical Director of Behavioral Health Services

Job Title(s) Reporting To This Position: N/A

FLSA: Non-Exempt

- The dosage administered
 - Method of administration
 - The signature of the nurse who administered the medication or identification of the nurse by an entry code if a computerized clinical record system is used. If initials are used, a section shall be included identifying the respective signature and title for all initials
 - The reason the client refused to receive the medication or why the client did not receive the medication at the designated time, if applicable
- C) A record of medication self-administered by clients shall be maintained in the nursing portion of the client care plan and the medication administration record. Such documentation shall include:
- Whether medication was taken orally, injected, inserted, topically or otherwise administered by a client to himself or herself
 - Verification of the dose with the prescriber's orders
 - Verification that the client took his or her own individual dose
 - If self-administration is observed, a recording of the observation that the client has taken his or her own medication orally, by way of injection, topically or insertion in nursing portion of the client care plan and medication administration record
 - Signature of the nurse who observed the client's self-administration of medication or identification of the nurse by an entry code if a computerized clinical record system is used.
 - Signature of client for self-administered medication.
- Develop and maintain written objectives, policies and procedures related to nursing services
 - Ensures the coordination and integration of nursing services with other client care services to ensure continuity of care for each client
 - Participate in staff orientation and staff education activities, when applicable

If a resident is in need of emergency medical care while the RN is on duty and the RN determines that an ambulance is needed, the RN should call 911 and inform the Mission staff person on duty of the situation. If a resident is in need of emergency medical care, but an ambulance is not indicated, the RN should contact the Mission staff person on duty who will arrange transportation to the hospital.

This document in no way states or implies that these are the only duties to be performed by the employee occupying this position

Revised 9-27-17

Rescue Mission of Trenton Position Description

Job Title: Registered Nurse

Reports to: Clinical Director of Behavioral Health Services

Job Title(s) Reporting To This Position: N/A

FLSA: Non-Exempt

The RN agrees to schedule Mission residents for additional medical services as may be directed including, but not limited to the following: specialty care, mental health, dental, and vision care. The RN will notify the designated Mission staff person directly of such appointments. The Mission will support and encourage attendance at scheduled appointment and will notify HJAHC promptly of cancellations or circumstances that may likely impact an individual's ability to keep his appointment at HJAHC. This system ensures access to a wide array of medical services in a timely manner.

Miscellaneous

- Performs other duties as assigned
-

This document in no way states or implies that these are the only duties to be performed by the employee occupying this position

Revised 9-27-17

Rescue Mission of Trenton

Position Description

Job Title: Registered Nurse

Reports to: Clinical Director of Behavioral Health Services

Job Title(s) Reporting To This Position: N/A

FLSA: Non-Exempt

This form is designed to identify the "Physical Requirements" of a particular job. All requirements are subject to possible modification to reasonably accommodate individuals with disabilities. Individuals who pose a direct threat or significant risk to the health and safety of themselves or others in the workplace, because physical requirements cannot be eliminated or reduced by reasonable accommodation, will not be considered qualified for employment. This document is not an employment contract.

PHYSICAL REQUIREMENTS	EQUIPMENT AND TOOLS
<p>✓ Check which of the following best describes the position</p> <p><input type="checkbox"/> Sedentary work - Exerting up to 10 pounds of force occasionally, and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally, and all other sedentary criteria are met.</p> <p><input checked="" type="checkbox"/> Light work - Exerting up to 20 pounds of force frequently, and/or a negligible amount of force constantly to move objects. If the use of arm and/or leg control requires exertion of forces greater than that of sedentary work and if the worker sits most of the time, the job is considered light work.</p> <p><input type="checkbox"/> Medium work - Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.</p> <p><input type="checkbox"/> Heavy work - Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects.</p>	<p>List equipment and tools operated and the frequency of use: (Those which cannot be delegated to a co-worker.)</p> <p>Company Vehicles:</p> <p>Equipment: Computer, printer, 2 way-radio, copier, scanner, calculator, basic keyboard</p> <p>Tools:</p> <p>Other:</p> <p style="text-align: center;">WORKING CONDITIONS</p> <p>✓ Check which working conditions the employee is subject to:</p> <p>Physical Conditions:</p> <p><input type="checkbox"/> Noise <input type="checkbox"/> Extreme temperatures</p> <p><input type="checkbox"/> Vibration <input type="checkbox"/> Wet and/or humid</p> <p>Hazards:</p> <p><input type="checkbox"/> Mechanical <input type="checkbox"/> Electrical <input type="checkbox"/> Chemical</p> <p><input type="checkbox"/> Explosives <input type="checkbox"/> Radiant energy <input type="checkbox"/> Burns</p>

This document in no way states or implies that these are the only duties to be performed by the employee occupying this position

Rescue Mission of Trenton Position Description

Job Title: Registered Nurse

Reports to: Clinical Director of Behavioral Health Services

Job Title(s) Reporting To This Position: N/A

FLSA: Non-Exempt

<p><input type="checkbox"/> Very heavy work - Exerting in excess of 100 pounds of force occasionally, and/or in excess of 50 pounds of force constantly to move objects.</p> <p>✓ Check essential physical requirements of the job:</p> <table style="width: 100%; border: none;"> <tr> <td><input type="checkbox"/> Climbing</td> <td><input type="checkbox"/> Balancing</td> <td><input type="checkbox"/> Stooping</td> </tr> <tr> <td><input type="checkbox"/> Kneeling</td> <td><input type="checkbox"/> Crouching</td> <td><input type="checkbox"/> Reaching</td> </tr> <tr> <td><input type="checkbox"/> Standing</td> <td><input type="checkbox"/> Walking</td> <td><input type="checkbox"/> Pushing</td> </tr> <tr> <td><input checked="" type="checkbox"/> Pulling</td> <td><input checked="" type="checkbox"/> Lifting</td> <td><input checked="" type="checkbox"/> Fingering</td> </tr> <tr> <td><input checked="" type="checkbox"/> Grasping</td> <td><input type="checkbox"/> Tactile sense</td> <td><input checked="" type="checkbox"/> Repetitive motions</td> </tr> <tr> <td><input checked="" type="checkbox"/> Seeing</td> <td><input checked="" type="checkbox"/> Hearing</td> <td><input checked="" type="checkbox"/> Talking</td> </tr> <tr> <td colspan="3"><input checked="" type="checkbox"/> Visual acuity (color, depth perception and field of vision)</td> </tr> </table>	<input type="checkbox"/> Climbing	<input type="checkbox"/> Balancing	<input type="checkbox"/> Stooping	<input type="checkbox"/> Kneeling	<input type="checkbox"/> Crouching	<input type="checkbox"/> Reaching	<input type="checkbox"/> Standing	<input type="checkbox"/> Walking	<input type="checkbox"/> Pushing	<input checked="" type="checkbox"/> Pulling	<input checked="" type="checkbox"/> Lifting	<input checked="" type="checkbox"/> Fingering	<input checked="" type="checkbox"/> Grasping	<input type="checkbox"/> Tactile sense	<input checked="" type="checkbox"/> Repetitive motions	<input checked="" type="checkbox"/> Seeing	<input checked="" type="checkbox"/> Hearing	<input checked="" type="checkbox"/> Talking	<input checked="" type="checkbox"/> Visual acuity (color, depth perception and field of vision)			<p><input type="checkbox"/> Other, including:</p> <p>Atmospheric Conditions:</p> <table style="width: 100%; border: none;"> <tr> <td><input type="checkbox"/> Fumes</td> <td><input type="checkbox"/> Odors</td> <td><input type="checkbox"/> Dusts</td> </tr> <tr> <td><input type="checkbox"/> Mists</td> <td><input type="checkbox"/> Gases</td> <td><input type="checkbox"/> Poor ventilation</td> </tr> </table> <p><input type="checkbox"/> Other, including:</p>	<input type="checkbox"/> Fumes	<input type="checkbox"/> Odors	<input type="checkbox"/> Dusts	<input type="checkbox"/> Mists	<input type="checkbox"/> Gases	<input type="checkbox"/> Poor ventilation
<input type="checkbox"/> Climbing	<input type="checkbox"/> Balancing	<input type="checkbox"/> Stooping																										
<input type="checkbox"/> Kneeling	<input type="checkbox"/> Crouching	<input type="checkbox"/> Reaching																										
<input type="checkbox"/> Standing	<input type="checkbox"/> Walking	<input type="checkbox"/> Pushing																										
<input checked="" type="checkbox"/> Pulling	<input checked="" type="checkbox"/> Lifting	<input checked="" type="checkbox"/> Fingering																										
<input checked="" type="checkbox"/> Grasping	<input type="checkbox"/> Tactile sense	<input checked="" type="checkbox"/> Repetitive motions																										
<input checked="" type="checkbox"/> Seeing	<input checked="" type="checkbox"/> Hearing	<input checked="" type="checkbox"/> Talking																										
<input checked="" type="checkbox"/> Visual acuity (color, depth perception and field of vision)																												
<input type="checkbox"/> Fumes	<input type="checkbox"/> Odors	<input type="checkbox"/> Dusts																										
<input type="checkbox"/> Mists	<input type="checkbox"/> Gases	<input type="checkbox"/> Poor ventilation																										

This document in no way states or implies that these are the only duties to be performed by the employee occupying this position

Revised 9-27-17