



Sunflower Diversified Services

- Department:** Medical Services
- Position Title:** Registered Nurse (RN)
- Reports to:**
- Chief Operating Officer (COO)
- Supervises:**
- Medical Support Staff
- Qualifications:**
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- License/
Certification:**
- Maintain Abuse/Neglect/Exploitation, Ethics, Sexual Harassment, Emergency Preparedness, Vehicle Orientation, HIPPA, Bloodborn Pathogens, AP/SP/CI, Supportive Healthy Living and OSHA trainings and CPR, First Aid, Medication Administration and Mandt certifications
 - Valid Kansas Nursing License
- Education:**
- Minimum of Associate degree in Nursing
- Position
Summary:**
- Assists with the planning, coordination, leading, controlling and evaluation of client health services
 - Coordination and liaison with appropriate parent, affiliate departments and committees
 - Development of policies and guidelines for and obtaining input from service personnel and providing professional input to related administrative systems
 - Directs and supervises professional and paraprofessional personnel rendering client care services
 - Fosters public relations for the company by consulting and planning with health care providers and facilities regarding staffing needs
 - Communicates the concept of quality client care to the general community
 - Interprets service needs and acts as a client services administrative liaison
- Experience:**
- 2 years experience in nursing obtained within the last 24 months
 - 1 year community health care experience preferred
- Working**
- 90% indoor

Conditions:

- 10% outdoor
- Duties are normally performed in a climate-controlled office
- May have high noise levels due to telephone calls, walk in clients, or other agency business
- Must follow assigned work schedules that typically reflect hours Monday-Friday but schedules and hours vary based on need
- Employees are expected to remain flexible and cooperative.

Physical Requirements:

- Regularly required to stand, kneel, stoop, squat, talk, walk, and hear
- Frequently required to reach with hands and arms
- Occasionally required to sit
- Frequently required to use hands to finger, handle, feel objects, manipulate tools, or controls and grasp objects
- Ability to listen and remember information
- Ability to speak clearly
- Regularly lift and/or move up to 15 pounds
- Frequently lift and/or move up to 25 pounds
- Occasionally lift and/or move up to 50 pounds

Job Responsibilities

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- Personal conduct must contribute to positive working relationships with co-workers, citizens and administration
- Demonstrate self-reliance and good judgment
- Comply with all agency, regulatory and departmental policies and procedures
- Ability to effectively communicate with clients, co-workers, families, guardians, other medical professionals, and administration
- Strong customer service skills with ability to deal with a variety of people in a positive and effective way
- Computer and data entry skills
- Be available at all times during operating hours or have qualified alternate designated in writing
- Consults, plans and works with the Director of Adult Services and Chief Operating Officer to formulate and implement policy assessing adequate and qualified staffing
- Supervises and evaluates the program, services and field personnel
- Consults with supervisors and staff, individually or in groups, regarding client or client family, special program or service program
- Directs the implementation of service goals and objectives for medical concerns in cooperation with Residential and Day

Service programs

- Develop standards that ensure safe and effective services to client's and families to include
 - o Assure a reassessment of a client's needs is performed by the appropriate health care professional when
 - There is a significant health status change in the client's condition
 - At the physician's request
 - After hospitalization
 - o Establishes and maintains effective channels of communication
 - o Keeps program personnel up to date with state of the medical information and practice
- Maintains policy and procedure manuals
- Coordinates with other program areas and senior management as appropriate according to the organizational structure
- Manages, trains and directs medical staff in the performance of their medical duties
- Act as liaison with Staff Development for program areas assigned to provide training to staff
 - o Staff development including orientation, in-service education and continuing education
- Provide appropriate medical staff supervision as assigned during all service hours
- Collaborates in the development of an effective and efficient client care documentation system including statistical compilation and analysis relative to cost and staff service delivery
- Assists in the evaluation of community needs and plans programs and services to meet identified needs
- Oversees medical care and quality in utilization review activities
- Implements corrective action plans and controls as assigned
- Assist in agency evaluation activities
- Participates with other health, civic, educational and professional groups as directed
- Periodically reviews policies relevant to client care as assigned
- Assists in fostering community relations through providing quality care
- Consults with physicians in matters relating to client care services
- Consults and plans with health care facilities regarding staffing needs
- Participate in evaluating own job performance and utilization of

- resources in planning for professional growth
- Participates in state and national organizations, meetings, seminars, workshops and activities relating to the health professions and health care services as assigned
- Assists with interviews and hiring of medical support personnel
- Actively develop and pursue referral sources as well as facilities on going relationships with various medical and health communities
- Keeps current on local area issues and works with organizations that work to improve the health and welfare of the community as directed
- General Duties/Responsibilities
 - o Assure all individual rights are respected
 - o Provide information to client's planning team and complete assessments as required
 - o Advocate for client's and the agency
 - o Provide 1st Aid or emergency care when required
 - o Will implement programs related to the individual's medical service plan as assigned, accurately complete the data.
 - o Serve as a positive role model, demonstrating necessary social, life, health and wellness skills enhancing client's ability to learn in the least restrictive environment
 - o Ethically handle agency and consumer money and property
 - o Be aware of medical and dietary limitations
 - Provide care to the individual required by those limitations, teaching and assisting them with routine and non-routine health related needs
- Will ensure and promote interdepartmental "goodwill" and rapport with all other departments and personnel to provide efficient and effective services
- Know and be aware of procedures required to report any suspected or known instances of abuse, neglect or exploitation
 - o Report suspected or known instances
- Report maintenance needs to supervisor and complete maintenance request form
- Complete all required paperwork, contact logs and program data ensuring deadlines are met
- Record all incidents, accidents, and medical conditions on the appropriate forms forwarding them to the appropriate party following agency procedures
- Promote familial relationships with and for individuals and the

- agency
- Attends meetings and training as directed by supervisor
- Other duties as assigned by supervisor

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if work is similar, related, or a logical assignment of the position. The job description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

All the health information of clients needed to perform the duties of the job description will be provided. This information may only be discussed with the staff, including the Board of Directors, who have a need to know the information to adequately perform their duties, in compliance with the information management and confidentiality policies.

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Employee Signature _____ **Date** _____

**Human Resources
Department Signature** _____ **Date** _____