

HOME ON THE RANGE -- JOB DESCRIPTION

Nurse

A. Job Purpose and Function

1. Monitor and coordinate residents' health care needs.
2. Be available to make a nursing assessment on residents with health complaints on weekday mornings.
3. Schedule residents' appointments for medical, visual, dental and other health care needs. Assist with transportation to appointments when necessary.
4. Assess residents involved in an incident resulting in a health care concern and document findings on required forms.
5. Maintain inventory and purchase nonprescription medications and medical supplies for residents.
6. Interview new residents to determine their medical history and health care needs. Complete Health Track Screening on each resident, refer as needed, and document.
7. Maintain medical records on each resident. Assure pertinent documentation is recorded/obtained from health care providers.
8. Monitor medication administration. Provide education on medication policy and procedures for certification and recertification of nurse aide/medication assistant I.
9. Orientate new residential specialist employees on the proper medical policies and procedures.
10. Review quarterly and discharge medical reports on each resident.
11. Enforce policies and rules in Home On The Range's Residential Living Manual and Personnel Policies and Procedures Manual.
12. Communicate with employees all healthcare provider recommendations for residents with altered health status, assist as necessary.
13. Serves as a member of the Continuous Quality Improvement (CQI) Committee.
14. Participate in a minimum of 20 hours of continuing education or in-service training annually.

B. Decision Making Powers

Responsible for making decisions on a daily basis for the wellbeing of Home On The Range, its residents and employees.

Medical providers' orders are to be followed for the care of Home On The Range residents.

C. Supervision

Supervise residential specialist employees as to the medical needs of the residents. Directly supervise medical transport residential specialist.

D. Work Conditions

This position entails office work, rounds in the dormitories and common areas and traveling.

Home On The Range accepts children of all races, creeds, and colors, and employs people without regard to their age, gender, national origin, color, race, creed, religion, physical or mental disability, sex, including pregnancy, marital status, status with regard to public assistance. As an employee of Home On The Range you are responsible to be sensitive to the cultural differences of the people you work with and the children and families we serve.

E. Equipment Operations

The nurse must be able to drive a vehicle and be insurable under Home On The Range's vehicle insurance policy.

F. Home On The Range's Mission Statement

Providing a safe home for youth who have experienced physical or emotional trauma, where every act is done with love to help them discover the dignity of the human person and learn the skills to manage life's challenges.

G. Confidentiality

There is a high level of confidential matter with this position. All information regarding residents and employees must be treated confidentially.

H. Accountability

This position is directly accountable to the quality services director of Home On The Range.

I. Requirements

1. Must be a registered nurse with a current North Dakota license.
2. Must possess a high degree of interpersonal relationship skills.
3. Must have a valid driver's license and be insurable under Home On The Range's vehicle insurance policy.

