

## CCAR INDUSTRIES

### JOB DESCRIPTION

**JOB TITLE:** Nurse

**DEPARTMENT:** Developmental Training

**FLSA STATUS:** Non-Exempt

#### **GENERAL SUMMARY:**

This position reports directly to the Director of the Developmental Training program. The Nurse is responsible for administering first aid treatment to all consumers and staff involved in the Developmental Training and Sheltered Workshop Programs. The Nurse will also administer the consumers' daily medications and periodically check the consumers' general physical conditions. If the Nurse is an LPN, the Residential RN will provide medical supervision, as required by the Nurse Practice Act.

The salary for this position is established and modified as needed by the Executive Director.

#### **DUTIES AND RESPONSIBILITIES:**

1. Maintain nursing license and ensure that a copy of current license is posted in the nursing office at DT Lincoln and in personnel file.
2. Know and follow the agency's Medication Procedure. Assist consumers and their families in complying with the procedure, as necessary.
3. Promote and practice the philosophy of a team approach by effectively communicating with the management of Developmental Training and the Direct Support Persons.
4. Provide emergency first aid treatment to consumers and/or staff within day programs of CCAR as needed or monitor the first aid administered by other program staff.
5. Maintain appropriate records concerning the type of treatment given, to whom it was given, and any other necessary information by developing and following the acceptable procedure for keep nursing notes. Turn in completed nurse's notes to the secretary for filing in the individual consumer files in January, April, July, and October and provide the nursing supervisor with monthly MAR records for review and then store in an appropriate manner.

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6. Turn in completed nurse's notes to the secretary for filing in the individual consumer files in January, April, July, and October.
7. Maintain appropriate medication records such as physician's orders on medication that is to be administered by the agency nurse.
8. Notify Case Managers concerning the injury of a consumer or any other emergency situation involving a consumer. Notify parents, guardians, and/or residential facility nurses, as directed.
9. Provide general health care services such as taking consumers' temperatures and blood pressures when needed.
10. Administer the consumers' daily medications and supervise the consumers to ensure that the medication is actually taken.
11. Observe consumers' physical conditions and make recommendations to the Director and/or Case Manager for the re-evaluation of consumers as necessary.
12. Transport and/or arrange for the transportation of consumers or staff to the hospital in the case of injury or any other emergency situation.
13. Work closely with the Residential Services RN and provide nursing assistance as needed and if it becomes necessary to work past the standard 40 hour work week have the appropriate supervisor initial her timecard.
14. Return unused medication and bubble packets to residential facilities on a timely basis.
15. Ensure that all agency personnel receive information regarding DO NOT RESUSCITATE orders and contact consumer guardian or representative for updates on this information annually or as needed.
16. Assist in maintaining a safe and hazard-free working environment by attending program safety committee meetings as assigned and participating in the completion of scheduled housekeeping inspections. Be aware of, and remove, safety hazards and practice accident prevention.
17. Be aware and follow all Health and Safety related procedures and policies, including all directives related to policies for evacuation and supervision of consumers during natural or other disasters. Ensure compliance of Health and Safety procedures and policies within work area. Ensure that all necessary accident/incidents forms are completed with established time frames. Keep current certification in CPR, First Aid, and CPI.
18. Advocate for consumers' best interests, health, and safety by keeping current on DHS Rule 119

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and OIG Rule 50. Report abuse, neglect, and/or exploitation of any consumer, according to those rules and CCAR policy.

19. Actively assist the consumer to learn medication goals and to maintain appropriate documentation each day the goal work is performed.
20. Continue to upgrade job skills as required through changing regulations, populations served, or other variables affecting the nature of the position.
21. Implement Behavior Management programs, as needed, and utilize Behavior Management techniques for all consumers, including reinforcements to motivate consumer potential. (This includes recognizing signs of behavior escalation and intervention to prevent.) Complete documentation for all behavior occurrences.
22. Assist all consumers with grooming, hygiene, and toileting, as needed.
23. Supervise consumers in classroom, breaks, and lunch, as well as during special activities, outings, and on CCAR property when needed.
24. Participate in staff meetings before, during, or after regular work schedule, as needed.
25. When not engaged in actual nursing duties, the nurse should be in the classrooms assisting the trainers in the care or supervision of the consumers if requested.
26. The nurse should follow program procedure for scheduling absences, or for calling in sick for work. The nurse should make arrangements with another agency nurse to cover her duties during her absence, and someone should inform her supervisor and the managers of the DT programs.
27. Be able to drive a transportation route in a van or non-CDL licensed bus, for either morning or afternoon transportation needs, as necessary.
28. Must have sufficient computer skills in order to perform daily computer tasks.
29. Perform other related duties as required or assigned.

**IMMEDIATE SUPERVISOR:** Director of Developmental Training

**SUBORDINATES:** N/A

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**NURSE QUALIFICATIONS:**

Must be a Licensed Practical Nurse or Registered Nurse.

Receive a clearance on the Illinois Health Care Workers Background Check and the CANTS Criminal Background Check.

**EMPLOYEE ACKNOWLEDGEMENT:**

I have read and/or received a copy of my job description and understand the principle duties and responsibilities, physical requirements and working conditions of the job.

\_\_\_\_\_  
**Employee Signature**

\_\_\_\_\_  
**Date**