

# KAIROS

Administrative Offices  
715 S.W. Ramsey Ave., Grants Pass, OR 97527  
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The moment when change is possible

## JOB DESCRIPTION

|                               |  |
|-------------------------------|--|
| <b>JOB TITLE:</b>             | REGISTERED NURSE   |
| <b>RANGE:</b>                 | C20 BS IN NURSING WITH RN<br>C17 AA IN NURSING WITH RN                       |
| <b>PROGRAM:</b>               | New Beginnings   |
| <b>Supervisor:</b>            | Program Manager with consultation from Residential Director and Psychiatrist |
| <b>FLSA:</b>                  | Exempt   |
| <b>DEGREE OF SUPERVISION:</b> | Formal supervisory sessions scheduled bi-weekly or as needed                 |
| <b>Positions Supervised:</b>  | None   |

**Primary Purpose:** The Registered Nurse promotes the physical and mental health of clients. The position is a member of the interdisciplinary treatment team and assists clients with their health needs. The position coordinates and monitors medical services, including psychiatric and medication services, in compliance with the requirements of regulatory agencies and in response to individual client needs.

### **Education and Experience:**

Registered Nurse degree, appropriate licensure and certification.

### **Minimum Qualifications:**

1. Provide proof of current, valid Oregon Driver's License (or if out-of-state will obtain Oregon license within 30 days), comprehensive automobile insurance (if applicable) and a safe driving record (minimum of 3 yrs.) to use company or personal vehicle for required duties.
2. Successfully pass a Criminal Background Check and Medicaid Fraud Check.
3. Obtain and maintain current Therapeutic Crisis Intervention (TCI) Certification and demonstrate proficiency in TCI Certification procedures.
4. Obtain and maintain current First Aid and Cardiopulmonary Resuscitation (CPR) certification and Food Handlers Card.
5. Obtain and maintain National Provider Identification (NPI) number and credentialing application process.

### **Essential Duties, Responsibilities and Core competencies:**

- A. Deliver and coordinate physical health and psychiatric services for youth, young adults and families.
- B. Assist with coordinated care by communicating with insurance companies, pharmacies, physical health providers, and other agencies to ensure that the youth's needs are met.
- B. Establish rapport by demonstrating and maintaining clear, consistent, appropriate, and therapeutic boundaries.
- C. Demonstrate alignment with the clinical philosophy and mission of the agency in interactions with youth and young adults, families, staff, and community partners.
- D. Actively supervise and interact with youth both in the community and within the therapeutic milieu.
- E. Demonstrate knowledge of and be able to efficiently access community resources, support services and referral systems for treatment and discharge planning.
- F. Provide transportation of youth and young adults, or assistance of transportation for appointments and activities.
- G. Provide individual and group skills training and coaching within skill areas including but not limited to: health, wellness, and symptom management, medication benefits and side effects
- H. Demonstrate effective verbal intervention skills in de-escalating youth and an ability to safely navigate crisis situations including assisting with physical restraints to maintain safety.
- I. Concisely and thoroughly document daily clinical information. Provide timely accurate documentation to meet billing requirements. Must adhere to OAR and standards of care.
- J. Review all pertinent health information documentation prior to admission of youth and work with treatment team to ensure plans for health and safety as needed.
- K. Oversee the medication administration process including auditing records and providing coaching and training regarding medication administration.
- L. Transcribe physician and psychiatric orders.
- M. Communicate all youth medical issues to staff in a timely manner.
- N. Collaborate and develop quality improvement efforts with other medical department staff in developing policies and/or procedures related to health care/safety issues.
- O. Conduct trainings for youth and staff on various medical related topics.
- P. Perform evaluations and complete documentation of all medical assessments according to guidelines and Oregon Administrative Rule
- Q. Assist youth in self-administration of medication when on-site during shift, and document according to agency policy and guideline as needed.
- R. Perform on-call duties as required.
- S. Abide by ethical codes, mission, values, and professional standards, including confidentiality.
- T. Actively utilize, reference, and follow agency policies, procedures, and guidelines.
- U. Present a positive attitude, professional demeanor and demonstrated respect with youth , families, staff, visitors, and community partners.
- V. Perform all work tasks in a proper and safe manner per established policies, procedures and guidelines to prevent unnecessary injury, time loss and agency expense.
- W. Comply with all federal, state and agency health and safety reporting requirements.

**Other Duties:**

- A. Perform other related work as assigned.
- B. Attend trainings and meetings as assigned. May be appointed to committees.

**Attendance:**

- A. Maintain prompt and regular attendance in accordance with company policy.
- B. Ability to be flexible and adjust schedule as necessary to fit program needs and meet the needs of youth and their families.

**Physical Demands:** The physical demands described here are representative of those that must be met by the staff person to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the staff person is regularly required to use hands to type, handle, reach with hands and arms; talk or hear. The staff person frequently is required to stand and walk. The staff person is occasionally required to sit, stoop, kneel, crouch or crawl. The staff person must frequently lift and or move up to 10 pounds and occasionally lift and/or move up to 45 pounds. Specific vision abilities required for this job include close vision, distance vision, and depth perception and operating a motor vehicle.

While performing the duties of this job, the staff person is frequently exposed to loud noises, outside weather conditions such as heat, cold and humidity. The staff person is occasionally exposed to chemical solutions and body fluids. The staff may work in varied residential and community environments based on assigned caseload. The conditions of environment may vary.

**Hazardous Conditions:** Risk of verbal and physical threats and harm from clients. Possible exposure to air and Bloodborne Pathogens.

**Equipment Used:** May include general office equipment, such as computer, telephone, agency or personal vehicle, general cleaning supplies, and kitchen utensils/supplies.

**Travel:** Travel is expected for required trainings and providing transportation to clients.

**Other Responsibilities:**

This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required for this job. Duties, responsibilities and activities may change at any time with or without notice.

Staff signature below constitutes staff's understanding of the requirements, essential functions and duties of the position.

Staff signature: \_\_\_\_\_ Date \_\_\_\_\_

