

JOB DESCRIPTION:

NURSE (RN, LPN)

Summary

The Nursing position at Devoted to Home is a Registered Nurse (RN) or Licensed Practical Nurse (LPN) actively licensed by the Wyoming State Board of Nursing. The Nurse will work cooperatively with clients, client's families, Devoted to Home's leadership team and caregivers in the delivery and monitoring of care and services to clients.

Essential Characteristics

Genuinely cares about people; communicates openly and honestly; fosters personal growth and demonstrates reverence; builds trusting relationships by speaking the truth; Provides thorough, candid, accurate and timely information in an appropriate and helpful manner; Demonstrates confidence; keeps commitments; admits and accepts mistakes, limitations and faults in self and others with peace; gives credit where it is due; Seeks innovative ways to improve results; Adapts to emerging care demands, technology and internal initiatives

Essential Duties & Responsibilities

As a Nurse at Devoted to Home, you will be responsible for ongoing communication with the CEO, Administrator and all Agency staff. The Nurse will be available during normal hours of operation. Responsibilities include directing and overseeing the delivery and monitoring of outcomes for services in clients' homes. The Nurse will be available for all client care related questions and participate in the on-call rotation.

- Participate and provide oversight for initial start of client care intakes. Provide insight, advice and recommendations for client care needs. Participate in developing and maintaining clients plan of care.
- Participates and provide oversight for ongoing recertifications of clients and supervision of client's needs.
- Advises and makes recommendations for client care;
- Participates in the implementation, coordination, maintenance, evaluation, and termination of clients plan of care services.
- Regularly reviews caregiver charting of client care.
- Provides coaching, education, teaching opportunities and conducts performance monitoring of caregivers.
- Supervises and assists in supervision of caregivers by reviewing tasks completed in charting, oversight and monitoring that caregivers are following the client plan of care.
- Participates in Agency meetings
- Assesses impact of Agency policies and procedures –works to achieve a realistic balance between productivity and the delivery of quality care. This includes continually assessing the cost effectiveness of services and technologies
- Facilitates communication and serves as a liaison between leadership team, caregivers and clients and their family.
- Target opportunities for improvement with measurable goals
- Provides a clear sense of direction for the caregivers to achieve quality client care
- Assists in recruiting and retaining qualified personnel to maintain appropriate staffing levels
- Establish goals for self and caregivers that are designed to achieve positive outcomes
- Continually works towards achieving results; identifying barriers and lagging performance while taking preventative measures to avoid crisis
- Holds self and others accountable – Assigns clear authority and accountability; empowers others by providing encouragement and support.
- Abides by all regulations set forth by the Agency to comply with all entities that have oversight, including but not limited to Agency licenses, Nursing license and all vendor agreements.
- Completes and maintains all requirements to keep nursing licenses active and in good standing with Wyoming State Board of Nursing. It is the sole responsibility of the nurse, not the Agency, to understand and meet the requirements and maintain necessary records needed to maintain an active Nursing license.

- Provides personal care to clients in the capacity of a caregiver, not a nurse, when needed.
- Additional duties as assigned

Job Limitations

The Nurse will function in all manners viewed as the practice of nursing according to the State's Nurse Practice Act.

Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Employment is contingent on meeting agency standards for all background and screening requirements. This includes but is not limited to:

- Background Checks: Meet Agency standards on past criminal charges with no current or pending legal charges. The Agency must be notified of any legal charges or proceeding that you are involved during the onboarding process and during the course of employment.
- Drug screenings.
- Favorable employment reference checks.
- Complete agency orientation and trainings.

Education and Experience

- A graduate of an approved school of professional nursing, who is currently licensed to practice as a Registered Nurse or a Licensed Practical Nurse by the Wyoming Board of Nursing.
- Training in the topics related to human development and interpersonal relationships, nutrition, use of equipment and supplies.
- Problem solving, organizational and time management skills.
- Personnel management experience.

Language Skills

- Must have knowledge of English language and to communicate effectively in both verbally and in writing. Ability to communicate effectively with the client, family members, clinical management and staff.
- Ability to read and interpret documents such as safety rules, operating and maintenance instructions and procedure manuals.
- Excellent interpersonal skills

Reasoning Ability

- Ability to apply common sense understanding to carry out instructions furnished in written, oral or diagram form. Ability to deal with simple problems in the office setting.
- The ability to be aware of other people's reactions and understand why they react as they do. Establish and maintain relationships, teach others, identify problems and determine effective solutions, apply reason and logic to identify strengths and weaknesses of possible solutions, understand written and oral instructions, communicate information orally and in writing, listen and understand the spoken word, work independently and in cooperation with others, determine or recognize when something is likely to go wrong, suggest a number of ideas on a subject, provide advice and consultation to others, observe and recognize changes in clients and the ability to establish and maintain harmonious relations with clients/families/coworkers.

Other Skills and Abilities

- Knowledge of home management skills, principles and processes for providing client services, including needs determinants, meeting quality standards and evaluation of client satisfaction
- Communication skills, light housekeeping skills, cooking, cleaning, and shopping

- Good physical and mental health
- Caring attitude, tact, patience, and good personal hygiene
- Proficiency with computer technology, including MS Office and various applications. This includes a smart phone and proficiency in using it
- Knowledge, information and techniques needed to diagnose and treat injuries including emergency first aid and CPR
- Maintain a valid driver's license, insurance, have the ability to travel within assigned area and be willing to transport clients

Physical Demands

- The physical demands described are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- Good physical and mental health and the mental fortitude and stability to handle stress is essential. The work requires light physical exertion on a regular and recurring basis such as: driving, assisting patient in transfer activities, and light housekeeping. While performing the duties of this job, the employee is regularly required to stand, walk and use hands and fingers to handle or feel, and reach. The employee frequently is required to stoop, kneel, crouch, or crawl; talk or hear, and taste or smell and to see. The employee is occasionally required to sit. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, color vision, peripheral vision, depth perception, and ability to adjust focus. Must have the physical and mental ability to drive a vehicle.

Work Environment

The work environment described here is representative of performing duties in a home setting of the clients and the office setting of the agency as well as working remotely via telework. Personal automobile use is required.

APPROVAL AND AUTHORITY TO PROCEED

Signing this document acknowledges that the job description and responsibilities have been reviewed with me the employee. I acknowledge my skills and abilities meet the requirement of this job.

Employee Name

Employee's Signature

Date

Supervisor Signature

Date