

FAMILY & COMMUNITY SERVICES, INC.
JOB DESCRIPTION

POSITION TITLE: Registered Nurse (RN)

DEPARTMENT/PROGRAM: MASCO, Inc.

REPORTS TO: Building Administrator

SCHEDULE: 35 hour week, flexible and variable, normally 7:30AM-2:30PM

ESSENTIAL RESPONSIBILITIES:

1. Supervise clinic area and direct the health care of all enrollees in cases of illness or injury and daily treatments. This includes deciding the extent of medical treatment needed and carrying out or directing others in carrying out this treatment.
2. Update appropriate staff regarding individual health problems; relay all pertinent information regarding clients to parents, physicians, residential providers and staff members as appropriate. Serve as a member of interdisciplinary team meetings, intake, special team, transfer, behavior support and management meetings as needed/appropriate.
3. Provide for training, monitoring and oversight of all delegated nursing functions and the staff performing those functions in compliance with applicable rules and MASCO, Inc. policies.
4. Administer medication when necessary in absence of delegated staff.
5. Maintain accurate, up-to-date health records for all enrollees.
6. Ensure that individuals and/or their supports meet all current medical reporting requirements for enrollment and attendance in their day program.
7. Maintain adequate health supplies; ensure health office equipment is operational; facilitate ordering of materials and supplies.
8. Attend periodic staff meetings and general staff meetings, in various locations, when scheduled and called upon, including intake, transfer, special team or committee meetings.
9. Attend and complete necessary training in accordance with agency requirements.
10. Adhere to all applicable Ohio Revised Code, Ohio Administrative Code, and MASCO, Inc. policies and procedures.
11. Represent MASCO, Inc. in a professional manner to customers, individuals and the community.
12. Must be able to take initiative and to work effectively with little supervision.
13. Must maintain positive rapport in all interactions at any work site. Works cooperatively with all service providers that are connected with individuals served. Takes direction from management and works with management to continuously improve services at all work locations.
14. Prioritize individual needs, and advocate for people served.
15. Perform duties in a safe manner and in such a way as to prevent injury to self or others.
16. Independent decision-making.
17. Perform related duties as required by management or the customer.

QUALIFICATIONS:

1. Must be a positive role model to individuals in all aspects of the job. Must be able to maintain an effective and positive working relationship with individuals, motivating them to their best performance. Display a positive attitude towards individuals, customers, programs and the organization. Interact cordially and productively with a variety of people. Self starter and self motivated.

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2. Position holder is expected to professionally and compassionately oversee and provide high quality medical services. Assist in problem solving, ability to see issues that need to be addressed and find solutions, skill in coordinating the efforts of people to accomplish a goal. Excellent communication skills required.
3. Basic computer knowledge.
4. Basic high school level math and reading skills required. Submit required documentation and meet job responsibility deadlines as assigned.
5. Ability to relate in a variety of service environments. Must be able to perceive what needs to be done and accomplish the task. Organizational, people and communication skills are necessary to be successful in the position.

MINIMUM EDUCATIONAL/LICENSURE REQUIREMENTS:

1. Hold and maintain appropriate professional license as required.
2. Hold and maintain current certification in CPR and First Aid.
3. Possess or acquire knowledge of:
 - a. Universal precautions for infectious disease.
 - b. MASCO, Inc. policies and procedures.
 - c. Recognition and reporting of abuse and neglect.
 - d. Bill of Rights for individuals with developmental disabilities.
 - e. Proper lifting techniques.
 - f. Fire suppression.
4. Holds and maintain training in current board required assault prevention and intervention technique.
5. Ability to maintain accurate records.
6. Ability to maintain confidentiality of information/records.
7. Maintain valid driver's license.
8. BCI background clearance.
9. Ability to maintain good attendance and punctuality.
10. Any other training as required by Ohio Department of Developmental Disabilities or MASCO, Inc.
11. Ability to use technology to facilitate the responsibilities of the position.

PHYSICAL REQUIREMENTS:

- Sitting: 2 hour per 7 hour work shift.
Alternates frequently to walking and standing.
- Standing: 4 hours per 7 hour work shift.
Alternates frequently to walking and occasionally to sitting.
- Walking: 1 hours per 7 hour work shift.
Alternates frequently to standing and occasionally to sitting.

LIFTING:

| <u>Weight</u> | <u>Frequency</u> | <u>Objects</u> |
|---------------|------------------|------------------------------------|
| 1-10 lbs. | Frequently | Equipment/charts/materials |
| 11-20 lbs. | Frequently | Equipment/charts/materials/clients |
| 21-35 lbs. | Frequently | Equipment/charts/materials/clients |
| 36-50 lbs. | Frequently | Equipment/charts/materials/clients |

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|-------------|------------------------------|------------------------------------|
| 51-75 lbs. | Occasionally (w/ assistance) | Equipment/charts/materials/clients |
| 76-100 lbs. | Occasionally (w/ assistance) | Equipment/charts/materials/clients |

CARRYING:

| <u>Weight</u> | <u>Frequency</u> | <u>Objects</u> |
|---------------|-------------------------------------|----------------------------|
| 1-10 lbs. | Continuously | Equipment/charts/materials |
| 11-20 lbs. | Frequently | Equipment/charts/materials |
| 21-35 lbs. | Frequently | Equipment/charts/materials |
| 36-50 lbs. | Occasionally | Equipment/charts/materials |
| 51-75 lbs. | Occasionally (w/ or w/o assistance) | Equipment/charts/materials |
| 76-100 lbs. | Occasionally (w/ assistance) | Equipment/charts/materials |

| | | |
|--------------------|------------|----------------------------------|
| Pushing: | Frequently | Equipment/clients in wheelchairs |
| Bending: | Frequently | Materials/client assistance |
| Squatting: | Frequently | Materials/client assistance |
| Kneeling: | Frequently | Materials/client assistance |
| Crawling: | Rarely | Materials/client assistance |
| Climbing: | Rarely | Materials/client assistance |
| Reaching: | Frequently | Materials/client assistance |
| Grasping: | Frequently | Materials/client assistance |
| Fine Manipulation: | Frequently | Materials/client assistance |

Frequency Scale: Never = 0% Occasionally = 11-33% Continuously = 67+%
 Rarely = 1-10% Frequently = 34-66%

I have read this position description and to the best of my knowledge, I believe that I can perform these duties and state that I meet the requirements for this position.

Employee Name (please print)

Date

Employee Signature

Revised Date: 02/26/2018