

Happy Valley Day Facility

Registered Nurse Job Description

- Job Title:** Registered Nurse (RN)
- Supervised by:** Lucretius D. Stephens/ Director
- Job Summary:** To work in partnership with staff participants families and or caregivers in order to help the individual to live healthy and independent lives while respecting their rights and dignity.
- Work Schedule:** Monday-Friday To be determined
- Wages for this position:** To be determined
- Total Hours Weekly:** Varies
- Benefits:** To be determined
- Qualifications:**
- 18 years or older
 - Must present a two or four year degree in nursing from the Georgia Board of Nursing approved nursing education program.
 - Licensed by the Georgia Board of Nursing
 - Must have at least 1 year of experience in behavioral healthcare to supervise CPRP, CPS, or PP staff.
 - CPR/First Aid
 - Health Examination with a signed statement from physician or nurse practitioner.
 - Criminal Records Check (NCIC)
 - TB test clearance
 - Provide any licenses, certification and training documents.
 - Meet transportation requirements if transporting participant. (MVR past 7 years, Class C license).
- Duties/Responsibilities:**
- Must provide services supports, care and treatment to individuals as required
 - Promote good health and hygiene
 - Administer medication
 - Conduct staff education classes.
 - Review and sign required paperwork in the individuals chart.
 - Must complete chart review quarterly
 - Must review incident reports as needed
 - Focus on the overall care of participants
- Competency:**
- Must be able to perform medical job duties with knowledge skill and experience needed to service and support Developmental Disable (DD) and Mentally Retarded (MR) participants.

- Suitable to handle all medical aspects of adult day care and Developmental Disable (DD) Mentally Retarded (MR) individuals.

Working Conditions:

- The employee will work in the agency but may need to provide services in other settings such as community outings, social activities, stores, church etc.

Reliability:

- If the employee is going to be late or absent, a phone call is expected with notice. The employee is expected to use time wisely so the service is done in allotted time.

End of Service:

- The employee agrees to give at least a two-week notice prior to resigning from this position

This job description is subject to review or revision on an annual basis or when a change in job duties is required.

I have received a copy of the job description for my records
I have read the entire job description and understand my responsibilities.
I understand that this constitutes an agreement between *Happy Valley Day Facility* and myself, and does not guarantee employment.

Signature of Employee

Date

Signature of Employer

Date

