



JOB DESCRIPTION

NURSE

Reports To: Program Administrator, Rochester

Status: Non-exempt

Job Summary:

The Nurse is primarily responsible for making recommendations and taking actions that would work to ensure the health, wellness, and protection of individuals in their assigned region.

The Nurse position may be full or part time.

Minimum Qualifications:

1. 21 years of age or older
2. Licensed by the State of Minnesota as an LPN or RN
3. Two years experience serving people in the field preferred
4. Two years nursing experience preferred
5. Eligible as determined by the Bureau of Criminal Apprehension and the Department of Human Services
6. Valid driver's license and driving record that meets insurability requirements as defined by the Company's insurance carrier; possession of a personal vehicle for use in performing work-related activities, and necessary insurance coverage

Essential Demonstrated Skills and Abilities:

1. Demonstrated ability to read, write, and speak the English language at a level that meets the performance requirements
2. Ability to use a computer effectively, and complete word processing and data entry tasks
3. Willingness to carry and respond to a pager
4. Available to work flexible hours and locations
5. Ability to make independent decisions when circumstances warrant such action
6. Willingness to take initiative and adapt to circumstances
7. Ability to develop and maintain professionally appropriate therapeutic relationships with each client and the client's family; ability to maintain positive working relations with staff and other related persons
8. Ability and willingness to maintain a positive demeanor
9. Ability to effectively communicate with others
10. Willingness to respect the lifestyle choices of others, including but not limited to: sexuality, religion, and political affiliation
11. Possession of sight/ hearing senses, or use of prosthetic devices which enable these senses to function adequately
12. Possess good health and demonstrate emotional stability

Areas of Responsibility:

- A. Establish the necessary supports and coordination of health and medication related treatment services as directed by the individual's risk management plan, support plans, management staff, and IDT members
- B. Successfully deliver all contracted service at a level of satisfaction as measured by the direct and indirect customer perceptions that ensures the continuing success of the company
- C. Participate in other health, safety, and wellness tasks and duties as requested by management or deemed necessary due to circumstances
- D. Conduct regular formal and informal health assessments to ensure a thorough and current knowledge of the health status of assigned clients
- E. Establish and maintain a working knowledge of the related rules, regulations, and "best practices" specific to the clients and facilities being served
- F. Create productive relationships with supervisors, coworkers, clients, and other customers that are supported with regular written and oral communication exchanges of relevant information to help ensure a complete response to identified emerging needs
- G. Deliver hands-on nursing services as directed by a medical professional's order, professional judgment, and/or by "best practices" standards of care
- H. Promote and adhere to the policies, procedures, and philosophy of the Company
- I. Alert the appropriate supervisor of any perceived, suspected, or known dissatisfaction or potential for dissatisfaction from internal or external customers
- J. Act as a resource, trainer, and advisor to all consumers, staff, management, and other involved health and service professionals in the advancement of their knowledge and skills pertaining to the promotion and maintenance of the clients health and well-being
- K. Contribute to the promotion of safe and positive working environments that are free of harassment and discrimination
- L. Employ accuracy, consistency, quality, and thoroughness in all assessment, documentation, and summary information
- M. Carry and respond to a 24-hour cell phone
- N. Display professional and respectful communication to all customers and coworkers
- O. Participate as a team member and offer suggestions, voice concerns, and provide information regarding improvement of service areas
- P. Maintain necessary credentials to serve as the Nurse under the current rules, regulations, and expected standards
- Q. All other duties as assigned by your supervisor

Every effort is made to make this Job Description as complete as possible, however in no way is it stated or implied that these are the only duties you are required to perform. Other related duties necessary to meet the needs of the organization may be assigned to you.

Working Conditions:

Each Nurse:

1. Is subject to flexible hours, including split shifts or varied days and times, including mornings, afternoons, evenings, and weekends, depending on needs
2. Regularly travels in the community in their own vehicle
3. Works in a variety of settings



4. Sits, stands, walks, bends, lifts, moves, squats, climbs stairs, reaches above shoulder level, kneels, pushes, or pulls intermittently during working hours
5. Is subject to frequent problem-solving activities
6. Has regular contact with clients, staff, family members, and the general public
7. May be subject to hostile and emotionally upset clients, staff, family members, or the general public
8. May be subject to physically aggressive clients
9. May be required to perform one- or two-person transfers of a client in the performance of their nursing duties
10. May be exposed to animals, including but not limited to dogs, cats, pet rodents, birds, or pet reptiles
11. May be exposed to infectious diseases, second-hand smoke, odors, dust, cleaning products, etc. throughout the workday



Nurse Job Description © 2014 Receipt and Acknowledgment

I acknowledge and understand that:

- Receipt of or access to the **Nurse Job Description** does not imply nor create a promise of employment, nor an employment contract of any kind, and that my employment is at-will.
- The Job Description provides a general summary of the position in which I am employed, that the contents of this Job Description are job requirements and, at this time, I know of no limitations, which prevent me from performing these functions with or without accommodation. I further understand that it is my responsibility to inform my supervisor at any time that I am unable to perform these functions.
- Job duties, tasks, work hours, work requirements, and work location may be changed at any time.
- Acceptable job performance includes completion of the job responsibilities as well as compliance with the policies, procedures, rules and regulations of Howry Residential Services.
- I have read and understand the **Nurse Job Description**.

Print Employee Name

Employee Signature

Date

Witness Signature/Job Title

Date

Original to HR File
Cc: Employee