



HOWARD COUNTY GOVERNMENT **Job Posting**

Complete an application online at
www.howardcountyin.gov

Howard County Government is an Equal Opportunity Employer

POSITION: REGISTERED NURSE

DEPARTMENT: ROBERT J. KINSEY YOUTH CENTER

STATUS: Full-time

WORK SCHEDULE: M-F, 10A-6P

FLSA STATUS: Non-Exempt

JOB CATEGORY: PAT-PROFESSIONAL

Support the Nurse Administrator in provision of the medical department of the Center for children, including many that have chronic, physical, mental, and psychological problems. Support the medical program required for staff by licensing and accrediting standards, maintaining appropriate records and documentation utilizing establish protocols in cooperation with the Nurse Administrator, Health Care Authority (physician), center director/s to maintain highest quality standards.

DUTIES:

- Follow established protocols and procedures for the administration of medical program for residents and staff as required for licensing
- Support the medical program required for staff by licensing and accrediting standards, maintaining appropriate records and documentation utilizing establish protocols in cooperation with Health Care Authority (physician) to maintain highest quality standards
- Follow the medical program as established for the ongoing health and safety needs of residents
- Consult and confer with a wide variety of physicians, therapists, psychiatrists, pharmacies, parents, and caseworkers on the on-going needs of the residents
- Provide daily nurse call, pass medications, review and deliver admissions paperwork to clinical supervisor
- Work with physician for consultation or resident needs
- Maintain accurate current charts and specialized directions for staff on residents.
- Track and record yearly required tests and communications per regulations for residents and staff IE: TB, Physicals, CPR, First Aid
- Maintain charts on staff in regard to blood borne exposure and follow-up care
- Maintain open communication with physicians, schools, outpatient partial programs and the County Department of Health in regard to medication regimes
- Schedule clients to see facility physician, assist with examinations, and take orders and phone orders to pharmacies and follow-up on orders
- Notify parents about changes in their child's health, medications and treatments
- Monitor supervisors' documentation of passed medication during non-business hours
- Train staff on medical needs and provide in-service training, including HIV education, Hepatitis A, B, C education, and blood borne pathogen training

- Maintain supplies, i.e. first aid, over the counter medications per standing order, syringes, Hep vaccine, TB serum, and personal protective equipment
- Rotate and confirm expirations on prescription and stock medications
- Dispose of outdated or discontinued medications quarterly
- Provide resident specific education to medically related life skills.
- Track and purge files
- Establish or update DCS Medical Passport for each resident
- Attend staff meetings
- Track and provide Psychotropic Medication forms as needed
- Provide staff training on CPR, First Aid, Universal Precautions and AED
- On call every other week, twenty-four hours per day for a seven-day period and respond as needed

SKILLS:

Ability to apply principles of logical or scientific thinking to a wide range of intellectual and practical problems. Ability to deal with non-verbal symbolism (formulas, scientific equations, graphs, musical notes, etc.) in its most difficult phases. Ability to deal with a variety of abstract and concrete variables.

Ability to read, analyze, and interpret the most complex documents. Ability to respond effectively to the most sensitive inquiries or complaints. Ability to write speeches and articles using original or innovative techniques or style. Ability to make effective and persuasive speeches and presentations on controversial or complex topics to top managers and public groups.

Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

EDUCATION:

Bachelor's degree (BRN) from 4-year College or R.N. degree. Must be a licensed registered nurse and have experience in caring for children's medical needs, experience with institutional or hospital based care. Other skills required include computerized record keeping, CPI trained, CPR and first aid, and PPL license.

PHYSICAL REQUIREMENTS:

While performing the duties of this job, the employee is regularly required to sit, use hands and fingers, and talk or hear. The employee is frequently required to stand, walk and reach with hands and arms. The employee is occasionally required to stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close, distance, color, and peripheral vision, as well as depth perception and the ability to adjust focus.

WORK ENVIRONMENT:

Duties are performed mostly in an environment with moderate noise levels.

This job description describes the duties and responsibilities for employment in this position. I acknowledge that I have received this job description and understand that it is not a contract of employment, nor is it intended to describe all duties someone in this position may perform. I am responsible for reading this job description and complying with all job duties, requirements, and responsibilities contained herein, and any subsequent revisions.

**Interested applicants should submit an application found at
www.howardcountyin.gov
along with resume to:**

*Robert J. Kinsey Youth Center
701 S. Berkley Rd.
Kokomo, Indiana 46901
Attn: Kathy Cates-Cullison
Or*

Email to: kathy.cullison@howardcountyin.gov