



-VACANCY NOTICE-

POSTING PERIOD: October 6, 2017 – October 18, 2017

Applications are being accepted for the position listed below during the Posting Period and beyond if not filled within 2 weeks of the end of the posting date.

POSITION: RN/LPN

PROGRAM: Hourly Respite

WHEN: Immediate

FLSA STATUS/CALENDAR: FT/PT/Per diem

DESCRIPTION:

The Registered Nurse is responsible for providing both routine and emergency medical care to individuals of the Agency under the direction of the Medical Director. Follows through on all mandates of the Office of People with Developmental Disabilities.

RESPONSIBILITIES:

- Treats all minor illnesses to all Holy Childhood respite participants.
- Administers first aid in emergencies when necessary. Notifies the Respite and Recreation manager, Director of Programs and Services and the President/CEO of all acute illnesses and serious emergencies requiring immediate medical attention. Follows Unusual Event/Incident Reporting procedures per agency policy.
- Carries out all prescribed orders for treatment and medication.
- Orders all drug /medical supplies and maintains inventory.
- Dispenses and supervises all prescription medications. Consults with staff regarding the individual response to medication.
- Maintains all on-going medical charts and immunization records.
- Be responsible for, in conjunction, with staff for the education of respite participants in habits of hygiene/sexuality issues.
- Informs the Medical Director and program directors of results of individual clinic visits.
- Participates in staff training.
- Acts as liaison among community residences, parents, doctors and staff regarding medical needs of individuals.
- Ensure that the agency complies with OPWDD mandates (TB screening, HVB/HIV precautions, medical intakes on new students).
- Attends all appropriate staff meetings, case reviews, transition meetings, community meetings, and intake meetings.
- Ensures medical coverage for Respite events to oversee medication administration, and general well-being of respite participants including attendance at a pre-determined number of events. The required number of events will be determined on a monthly basis.
- Arranges to transport sick or injured respite participants or employees for emergency medical treatment.

- Acts as a resource person to staff re: physical/emotional Health
- Consults with staff members concerning a variety of health factors related to non-attendance, communicable disease, and general health and progress of respite participants.
- Demonstrates sensitivity to and respect for the diverse cultural backgrounds and practices of the individuals, staff and families of Holy Childhood.
- Other duties may be assigned.

EDUCATION and/or EXPERIENCE

The Registered Nurse shall be licensed and currently registered by the New York State Department of Education and have three years prior experience.

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Candidates for this position will have: the ability to demonstrate, and provide examples of continuous personal development and improvement; Must have and maintain Professional Rescuer CPR as well as certification in use of AED. Must be able to lift, push or pull 50 pounds.

Please send cover letters and resumes to:
employment@holychildhood.org

Holy Childhood is an Equal Opportunity Employer and does not discriminate on the basis of race, age, color, religion, gender, gender status, marital status, veteran status, national origin, or any other characteristic protected by law.

Our mission is to prepare children and adults with developmental disabilities for maximum independence and integration in the community through individualized programs and services, in keeping with the philosophy and vision of our founders. We are dedicated to serving our people in an atmosphere of dignity and compassion.