



**-VACANCY NOTICE-**

**POSITION:** RN Team Leader

**PROGRAM:** Director of School Program

**WHEN:** Full Time/Exempt

**DESCRIPTION:** Responsible for the day to day operation, and supervision of the Nursing Office and Classroom Nurses reporting to the Director School Program with a dotted line reporting relationship to the Director of Programs and Services. Responsible for and oversight of routine and emergency medical care to students in the school program and adults receiving OPWDD services at the agency, under the direction of the Medical Director and Director of School Program. Follows through on all New York State Education Department (NYSED) mandates for medical care of students in the school program and the mandates of the Office for People with Developmental Disabilities (OPWDD) for individuals served under OPWDD.

**RESPONSIBILITIES:**

- Facilitate and collaborate with a team of nurses to administer the day-to-day responsibilities and hands-on care of students and individuals within in our Agency.
- Provides direction and supervision to Agency RNs and LPNs including scheduling, mentoring, timecard management.
- Administers first aid in emergencies when necessary. Notifies the President/CEO, Director of School Program and Director of Programs and Services 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.
- Oversees orders for drug /medical supplies and inventory.
- Dispenses and supervises all prescription medications. Consults with staff regarding the individual response to medication.
- Maintains and oversees on-going medical charts and immunization records.
- Ensures direct care staff and nursing staff provide education of students/individuals in habits of hygiene/sexuality issues , and COVID-19 needs
- Participates in staff training locally and statewide (may need to travel)
- Acts as liaison to community residences, parents/guardians, doctors and staff regarding medical needs of individuals.
- Ensures that the agency complies with New York State Education Department-mandated procedures (vision, hearing and scoliosis screenings; immunization surveys, physical exams, etc.), OPWDD mandates (TB screening, HVB/HIV precautions, self-medication evaluations, medical intakes on new students), Department of Health (DOH), and Centers for Disease Control and Prevention (CDC)
- Ensures adequate nursing attendance at all appropriate case conferences, transition meetings, community meetings, and incident review committee meetings.
- Ensures medical coverage for Respite events and CBIs to oversee medication administration, and general well-being of individuals participating in the event.
- Ensures appropriate transportation for sick or injured students, individuals and/or employees for emergency medical treatment.

- Ensures nursing staff acts as a resource person to classroom teachers and staff re: physical/emotional health for students and adults receiving services.
- Consults with teachers and staff members concerning a variety of health factors related to non-attendance, communicable disease, and general health and progress of students.
- Responsible for the coordination, quality control, record keeping, dissemination of information, and integration of medical needs of students.
- Responsible for ensuring adherence to the overall policies of the agency/program as approved by the governing body and for conformance of the program to all applicable statutes and regulations.
- Communicate respectfully, openly, honestly, and directly.
- Facilitate trusting relationships and partnerships with administrators, parents/guardians, students, adults receiving services and co-workers.
- Creates a vibrant culture of teamwork, trust, and excellence among the health office team to develop flexibility and resilience to adapt to change, challenges, and uncertainty.
- Promotes an environment that facilitates innovation, creative solutions, and empowerment.
- Ensures that decisions involve those who perform and are affected by the work.
- Demonstrates competency in leadership skills, work, and service.
- Serves as coach, mentor, and positive role model.
- Aligns all work and resource management with the organization's mission, vision, philosophies, values, goals, and strategic priorities.
- Arranges for appropriate nursing coverage on a daily basis.
- Treats all minor illnesses to Student/Individuals of the agency.
- Demonstrates sensitivity to and respect for the diverse cultural backgrounds and practices of the students, staff and families of Holy Childhood.
- Participate in the Re-Opening Task Force and other committees as assigned.
- Basic computer skills (i.e. excel spreadsheets, online platforms, etc)
- Understanding of Medicaid , NPI, Therap and other medical components for NYSED & OPWDD
- Other duties may be assigned.

## **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. An individual must have and maintain Professional Rescuer CPR certification and AED certification. *Must be able to lift, push and pull 50 pounds and partake in behavioral intervention supports such as Safety Care training.*

## **EDUCATION and/or EXPERIENCE**

The RN Supervisor shall be licensed and currently registered by the NYS and have three to five years of nursing experience. The RN Supervisor must have the ability to effectively lead a team of professionals, must be competent and proficient with current technological methods, and must have exemplary communication, organizational, and facilitation skills.

***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.

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*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.*