



Job Description Form

Position Number: 29-02

Job Title: Nursing Coordinator

Division: Community Housing &
Job Training & Day Program

Department: Community Housing &
Job Training & Day Program

Reports To: Directors of Community Housing and Job Training & Day Program

Prepared By: Pamela Dunn, Director of Community Housing

FLSA Classification: Non-Exempt **Exempt**

PURPOSE OF THE JOB

- Assist with providing oversight of Day Habilitation sites, and support the Community Housing RNs, LPNs & Medical Liaisons
- The Nursing Coordinator works with autonomy consistent with that of a Licensed Professional.
- The Nursing Coordinator takes direction from the Community Housing / Job Training & Day Program Directors.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

- Will teach the OPWDD Medication Administration Course, as well as Infection Control, and Gastrointestinal Tube (g-tube) Feeding and Medication Instillation Course.
- Institute, revise and implement Empower policies as needed.
- Provide in-services and orientation in medical and health related areas as determined by OPWDD and Agency needs.
- Complete observations (Medication Administration, Infection Control, Physical Plant) and provide feedback to employees involved.
- Administer Mantoux, vaccines, etc. in conjunction with other Empower RNs, LPNs.
- Be available on-call to consult with RN's of the Community Housing division.
- Follow and enforce Empower Policies and Procedures.
- Monitor the control of communicable diseases and infection control through:
 - a) identification and assessment
 - b) reporting to medical authorities
 - c) implementation of appropriate protective and preventative measures
- As needed, respond to OMR 147 Incident Reports, as well as Empower Minor Incident Reports, by completing appropriate sections of the incident reporting form to include signature and date, and specifics of any medical treatment or observation made.

Responses are to be completed and routed to Supervisor the same day as completion of the report.

- Serves as a representative of the Agency, displaying courtesy, tact, consideration, and discretion in all interactions with other members of the Empower community and with the public.
- Ensures that participants and their correspondents are treated with the utmost dignity and respect and allow people we support to fully exercise their human rights.
- Other appropriate duties as assigned by the Director of Community Housing.
- Ensure that RN's, LPNs, and Med Liaison are keeping current and accurate documentation.
- Oversee all medical interventions, consultations, medical staff follow-up.

OTHER DUTIES AND RESPONSIBILITIES

- Participates in agency committee meetings as assigned.
- Participate in Internal Surveys as part of Empower's QA/QI process.
- Assist site RNs to develop Plans of Nursing Services (PONS)

SUPERVISORY RESPONSIBILITIES

- May be involved in interviewing candidates for the purpose of filling vacant RN, LPN, or Medical Liaison positions.
- Assists the Director of Community Housing in reviewing Plan of Corrections and ensuring that they are being implemented at all sites.
- Provides oversight and training to Agency RNs.

V. KNOWLEDGE AND SKILLS

- Bachelor of Science in Nursing Degree Required (BSN)
- Licensed and currently registered as a nurse by the New York State Department of Education.
- Preferred: one year of professional experience in treating developmentally disabled.

FUNCTIONAL ABILITIES

- Ability to work flexible and often long hours to meet the demands of the position
- Ability to travel to a variety of locations to conduct the job responsibilities as described above.