



## Adult Day Services (ADS) Registered Nurse

### Summary

Under the direct supervision of the ADS Program Manager, the Registered Nurse (RN) provides clinical oversight and monitoring of participants in the Adult Day Services program. This is a part time position – Monday -Friday, 4-5 hours per day. Opportunity for growth.

### General Duties

- Maintain effective professional and therapeutic relations with consumers, their families, and applicable stakeholders.
- Observe all rules of confidentiality as they pertain to program participants internally, and in dealing with outside individuals and/or agencies.
- Proactively initiate and follow-through with tasks utilizing appropriate problem-solving techniques in order to facilitate communication flow and prompt resolutions.
- Assume responsibility for knowledge and implementation of program policies and procedures as well as relevant licensing and contractual requirements.
- As part of an interdisciplinary team effort, update and maintain all aspects of the consumer/member health records (i.e. demographics, medications, restrictions).
- Maintain and review documentation, client charts, etc. meeting compliance with licensing regulations, accreditation standards, and client funding contracts / requirements.
- Participate in quality improvement initiatives identified by the leadership team.

### Essential Duties

Under the supervision of the ADS Program Manager, the ADS nurse will provide the following:

- Contact physicians, therapists, etc., to verify orders and to update participants' status on a regular basis and as needed.
- Communicate with families, caregivers, and physicians as needed to coordinate care of participant.
- Responsible for medical equipment, medications, and procedures.
- Along with ADS Program Manager, perform initial assessment of participant needs and initial care plan and reassessments.
- Distribute medications appropriately and maintain medication records.
- Monitor clients for changes in physical or mental status or changing care needs and communicate changes with Adult Day Services Program Manager.
- Maintain participant charts, especially all health records and write progress reports in staff notes on a regular basis.
- Provide and coordinate first aid and emergency services as needed. Monitor participant safety and document any incidents by completing Incident reports.
- Monitor and chart participants' vital signs (blood pressure, pulse, and weight) monthly and as needed.

### As Needed

- Attend in-service and external training as assigned.
- Fill in for colleagues during absences as designated.
- Understand and follow emergency procedures.
- Other duties as assigned by the ADS Program Manager.
- Assist Adult Day Services Program Manager daily activities such as exercise and small groups time permitting.

**Submit resume and cover letter to: [yfleener@helpinghandsrespite.org](mailto:yfleener@helpinghandsrespite.org)**