

Human Resources Center of Edgar and Clark Counties
JOB POSTING (Open to External or Internal Applicants)

JOB TITLE: Registered Nurse (Back-up) **DEPARTMENT/PROGRAM:** Community Services

RATIONALE: To serve as agency consultant on medical issues within the aegis of licensure of a registered nurse; to train direct support personnel on medication administration as per Administrative Code 116 and in compliance with the IL Mental Health and DD Administrative Acts (20ILCS 1705) and IL Nursing and Advance Practice Nursing Act (225ILCS 65); to retain professional accountability for the outcome of delegated tasks and all nursing care of individuals.

IMMEDIATE SUPERVISOR: Rehab. Services Director
POSITIONS SUPERVISED: None
PAY GRADE LEVEL: V
EXEMPT/NON-EXEMPT STATUS: Non-Exempt

HOURS: Less than 20 hours per week, 8-11:30am, Monday through Friday and PRN for medical consultation
AVAILABLE: 04/05/2017

BASIC DUTIES:

1. Medication administration for day program;
2. Provide first aid and medical consultation;
3. Conduct assessments of individuals with developmental disabilities in the agency Medicaid Waiver Residential Program as to their physical and mental status and ability to self medicate and make appropriate recommendations;
4. Conduct standardized competency based medication administration training program approval by DHS for direct care staff who administer medication or supervise self medication training programs for adults with disabilities;
5. Conduct competency based training for direct care staff on medication administration training and vital sign training;
6. Responsible for regular review of medication administration records as to content and following of procedures;
7. Coordinates agency medication procedure as to compliance and review for change according to agency policy;
8. Serves as member of the IDT for consumers who have medical issues;
9. Maintains close communication with physicians or psychiatrists regarding consumer health issues and

MINIMUM QUALIFICATIONS:

1. Current Illinois license as a registered professional nurse or advance practice nurse;
2. Two years of clinical RN experience within the last five years
3. Ability to successfully complete the DHS Nurse Trainer Program;
4. Ability to work independently and with good organizational skills.
5. Demonstrated ability to work positively with other staff, consumers, their families, and the community.
6. Ability to pass background checks and drug screening.
7. Provide on-call coverage 7 days a weeks, 24 hours a day.

DESIREABLE QUALIFICATIONS:

1. One or more years' experience working directly with individuals who have developmental disabilities and/or mental illnesses;
2. Ability to work independently and with good organizational skills;
3. Demonstrated ability to work positively with consumers, staff, families, and the community;
4. Ability to complete First Aid and CPR certification within 60 days of employment;
5. Driver's license and good driving record;

PHYSICAL REQUIREMENTS: (can be met with or without reasonable accommodations)

1. Lift and carry 30 or more pounds;
2. Assist in lifting and transferring an individual from lying to sitting, sitting to standing, and standing to sitting;
3. Be able to push, pull, turn, stoop, kneel, reach, bend.

HOW TO BECOME AN APPLICANT:

Internal Applicants must submit a letter of interest by 07/24/2015 or until the posting has been removed from <http://www.hrcec.org/index.php/employment-new/job-openings/> **External Applicants:** **1.** Must submit a completed application to Jonathan Burns (via fax, E-mail, mail, or in person), **2.** meet the minimum qualifications for the position, **and 3.** Application must be received prior to the removal of the posting from <http://www.hrcec.org/index.php/employment-new/job-openings/>.

CONTACT: Jonathan Burns, Director of Continuous Quality Improvement
Human Resources Center of Edgar and Clark counties
P.O. Box 1118; 118 East Court Street; Paris, IL 61944
217-463-1899 Jonathan.burns@hrcec.org