



Part Time Employment Opportunity

Job Title: Nurse/LPN
Department: Community Development/Roosevelt Harris Senior Center
Grade: 13 **Position#:** 5520-07 **Hiring Range:** \$11.77-\$18.25
Apply at: Human Resources Department, City Hall, 601 Gloucester St., (2nd Floor) Brunswick, GA 31520, an Equal Opportunity Employer or online at www.brunswickga.org.

Position Open Until: Until Filled

Job Summary

Under general direction, provides general periodic nursing care in Adult Day Service Program for persons with memory losses due to Alzheimer's disease and related disorders. Gives medications, performs evaluations, provides general ambulatory assistance and wheelchair assistance, administers first aid, and monitors clients in general activity. Renders medical assistance and calls for assistance in emergencies. Maintains records. May drive van to transport clients. Work is assigned by daily routine as well as special needs. Nurse will assist Activity Coordinator with daily activities of the clients. Work is reviewed by observation, conference, and results obtained. Performs other related duties as assigned, in support of customer needs and organizational objectives.

Essential Functions of the Job

1. Assists in providing a safe environment for clients of the Center. Monitors the physical condition of clients of the Center. Remains alert and available for medical emergencies and accidents.
2. Examines clients as conditions require. Makes medical judgement regarding health and welfare of client and takes action accordingly. Administers first aide, treatment, and/or refers client to appropriate care providers for further medical attention.
3. Administers maintenance medications as prescribed by clients' physician.
4. Assists in providing daycare to clients to include the following: Assists in activities, crafts projects, and special events; in physically moving clients to and from wheelchair and in ambulation, as needed. Assists in serving meals and housekeeping at the Center. Assists clients in the bathroom as needed.

5. Takes appropriate measures to ensure safety and well-being of clients.
6. Maintains appropriate medical charts and records. Maintains the security and confidentiality of medical records.
7. Performs appropriate periodic medical and nutritional evaluations on clients.

Other Duties Performs other related duties, as appropriate, in support of customer needs and organizational objectives.

Knowledge, Skills, Abilities, and Other Characteristics

1. Knowledge of and ability to provide nursing care to clients.
2. Ability to communicate effectively, orally and in writing.
3. Ability to develop and maintain effective interpersonal working relationships with customers and co-workers, especially senior citizens and other clients who suffer from dementia and Alzheimer's disease, who are frail, or physically and cognitively impaired.
4. Ability and willingness to physically care for and assist senior citizens and other clients.
5. Ability to respond calmly and quickly in emergencies to ensure that clients receive appropriate care.
6. Willingness and ability to demonstrate commitment to the job, team and organization.
7. Ability to help create a positive work environment which encourages individual and team growth and development.
8. Ability to manage time such that deadlines are met. Ability to organize, schedule, and prioritize work effectively and to assist others in same
9. Ability to give and accept direction.
10. Ability to anticipate problems and proactively resolve them.
11. Ability to successfully implement policies and procedures.
12. Ability to manage multiple tasks, and to be flexible in changing priorities.
13. Ability to work independently, as well as with a team, and to follow through to task completion.
14. Ability to maintain confidential information.
15. Ability to effectively balance the needs of the organization with those of the individual employee.
16. Willingness and ability to perform other related duties as assigned, in support of customer needs and organizational objectives.

Minimum Requirements (Education, Experience, Training, Certifications/Licenses)

Valid and current Georgia Nursing license. Willingness and ability to work approximately 10 to 15 hours per week and occasionally filling in for others. Safe driving record and valid driver's license. Pre-employment drug screening and physical examination required. Motor Vehicle Records history and Criminal Background and Credit History required.