



Career Opportunity

Job Title: Nurse Supervisor - RN

Hourly Pay Rate: \$18.00/hr.

Apply To: Human Resources Department, City Hall, 601 Gloucester St., (2nd Floor)
Brunswick, GA 31520 or Online: www.brunswickga.org

Apply By: Until Filled

Job Summary

The Registered Nurse will be clinically competent while delivering care to Adult Day Service Program persons with memory losses due to Alzheimer's disease and related disorders. The RN will be utilizing the nursing process of assessment, planning, intervention, implementation and evaluation. RNs will effectively interact with clients and other health team members while maintaining all standards of professional nursing. 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. 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. Provides 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. Demonstrate appropriate assessment, planning and evaluation of the clients care.
3. Evaluate and perform ongoing assessment and revise plan of care based on new data and clients condition.
4. Document accurate and ongoing client status including response to care provided, client's needs, problems, capabilities, limitations and progress.
5. Collaborate with other nurses and team members to ensure clients wellbeing as evidenced by staff/client feedback.

6. Perform direct client care, using established procedures, policies and standards.
7. Assists in providing daycare to clients to include the following: Assists in activities, crafts projects, and special events; 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.
8. Examines clients as conditions require.
9. Demonstrate ability to handle emergency situation in a prompt, precise and professional manner. Administers first aide, treatment, and/or refers client to appropriate care providers for further medical attention.
10. Administers maintenance medications as prescribed by clients' physician. Observe and document clients response to pertinent medications.
11. Communicate pertinent information to the appropriate person in a timely manner.
12. Takes appropriate measures to ensure safety and well-being of clients.
13. Maintains appropriate medical charts and records. Maintains the security and confidentiality of medical records.
14. Performs appropriate periodic medical and nutritional evaluations on clients.
15. Maintain a clean, neat and safe environment for client's and staff according to policy and procedure.
16. Adhere to administrative and safety policies.
17. Remain conscientious in regard to personal hygiene.

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.

Other Tasks and Responsibilities

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice. It is expected to perform other related duties as assigned, in support of customer needs and organizational objectives.

Supervisory Responsibility

This position will have direct supervisory responsibilities, overseeing the LPN's of the Center. Will serve as a coach and mentor for the department.

Physical Demands

While performing the duties of this job, the employee is regularly required to talk and hear. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus. This position requires intermittent physical activity, including standing, walking, bending, kneeling, stooping and crouching as well as lifting and supporting patients.

Required Education and Experience

1. Graduate of an accredited school of nursing.
2. Knowledge regarding the nursing process and its application, including the assessment, planning, implementation and evaluation of nursing care.

Additional Eligibility Qualifications

1. Valid license as a Registered Nurse in the state of Georgia.
2. Willingness to work approximately 12-14 hours per week and occasionally filling in for others.
3. Sage driving record and valid drivers license.
4. Pre-employment drug screening and physical examination required
5. Motor Vehicle Records history and Criminal Background required.

Signatures

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

