



| |
|---|
| POSITION TITLE: RN – Oversight Nurse |
| DATE: January 2022 |

| | |
|---|--|
| SALARY RANGE: as set by Letter of Employment | IMMEDIATE SUPERVISOR: President |
| THIS IS A: Exempt Non-Exempt <u>X</u> | Hourly <u>X</u> Salaried |
| Full-Time Part-Time <u>X</u> | |

GENERAL FUNCTION:
 The Registered Nurse - Oversight Nurse will assess, coordinate and report all medical needs and care for clients served within the scope of his/her licensure following the guidelines of policies and procedures of funding sources.

SUPERVISORY RESPONSIBILITY: None.

- DUTIES AND RESPONSIBILITIES:**
1. Conduct intake assessments for DIDD nursing clients and VA referrals within required timeframe.
 2. Complete and document VA client visits every 60 days.
 3. Conduct end-of-month DIDD nursing visits (head-to-toe & client records).
 4. Complete Monthly Reviews (therapy, medical, and notes).
 5. Annually review/sign of the Plan of Care (Form 485).
 6. Attend Circle of Support Meetings (COS).
 7. Provide nurses client specific skills training in the home following COS meetings.
 8. To perform all other duties as assigned.

KNOWLEDGE AND REQUIRED TRAINING:
 Requires a Registered Nurse License with the TN Department of Health. Must possess the appropriate communication and written skills to carry out the job duties and responsibilities. This position requires an individual who possesses the ability to relay information effectively and promptly. Keep current with the requirements of the programs for which they are responsible by reading operation manuals and the informational memorandums, and should communicate any changes to other staff in the department. Be aware of Individual Rights and Responsibility Act. Must demonstrate the ability to work effectively in a setting with individuals who experience cognitive, physical, emotional, mental, developmental delays and/or emotional disabilities. Must demonstrate an ability to use mature judgment in problem resolution to function creatively in evolving appropriate solution and strategies for clients and staff.

PERSONAL RELATIONSHIPS: In order to appropriately accomplish the duties of this position, the person will be required to maintain effective relationships with the Center’s leadership, staff, clients/families, members of the community, board of directors and other stakeholders of the Center. This person must have an empathetic understanding of client population and be able to relate to them in a positive and support fashion.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential function.

WORK ENVIRONMENT: Work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

DISCLAIMER: The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job.

Name (printed): _____

Staff’s Signature: _____ Date: _____