

Children's Home of Kingston

Job Title: RN

Position Summary:

We are looking a full time RN to join our medical team to provide comprehensive assessments of physical, mental and psycho-social needs. The RN must also adhere to policy and procedures, develop care plans to provide effective outcomes in addition to providing direction and supervision to LPN's or CNA's as needed. Guided by the comprehensive knowledge of nursing theory and practice, applies the nursing process and is accountable for the health care services and nursing care of a group of specific residents of Children's Home of Kingston.

Position Responsibilities:

In a manner consistent with CHK's Mission Statement and applicable laws and regulations, an employee in this position shall:

- Conducts intake assessments
- Routine screening for substance abuse, developmental health, mental health, and physical body checks for abuse
- Accompany residents to medical appointments
- Training and health education including reproductive health
- Support and management of emotional & psychiatric needs of children
- Assist in the establishment of treatment goals for children, utilizing historical and current available information in collaboration with the multi-disciplinary team
- Medication administration and management including reconciliation
- Confirmation of adequate nursing coverage hours
- Maintain all medical supplies and equipment
- Practice proper infection control
- Provides emergency medical services including general first aid and triage
- Follow up after medical appointments, urgent/emergency care of hospitalization
- Assist with home visits, including educating caregivers and monitoring health care needs
- Assist with community provider visits when applicable
- Examines children post physical restraint upon notification
- Makes one visit per shift to all on campus residential areas
- Maintain appropriate medical charts, including electronic health records
- Keeping all supplies stocked within the agency
- All other duties as assigned

Essential Skills and Experience:

- Ability to speak, read, and writes English fluently, which allows full communication with agency staff and 3rd parties.
- Working knowledge of computer accounting system, spreadsheet, and word processing software (Excel and Word).

- Possess a valid driver license with a driving record acceptable to CHK's insurance carrier and possess the ability to drive agency vehicles to other agency sites and places for training purposes.
- Ability to use sound judgment while following agency policies, practices and procedures.
- Pediatric, psychiatric experience preferred

Education, Training, & Experience:

- RN license required
- At least 21 years of age
- Hold current American Red Cross First Aid & CPR certification

Physical Demands and Work Environment:

The physical demands described below are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of this position.

While performing the duties associated with this position, an employee will be called upon to operate office equipment including but not limited to: laptop and desktop PCs; printers; copiers; electronic calculators; shredders; fax machines; telephones.

Employees will regularly be required to stand; walk; sit; use hands (or hands and arms) to carry, finger, handle or feel objects, tools or controls; reach with hands and arms; climb stairs; balance; stoop; crouch and kneel. Employees will also be regularly required to hear (with or without hearing devices), see (with or without corrective lenses) and speak.

While performing the duties associated with this position, an employee will be in an office setting; in a van or other vehicle; or, in the community at large (attending seminars, conducting training sessions).

General Sign-Off: The employee is expected to adhere to all CHK policies and practices.

I have read and understand this job description and fully accept the responsibilities of this position.

Staff Signature: _____ Date: _____