

CAO of Erie County
Job Description
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DRAFT

Job Title: Registered Nurse
Job Code:
DOT Code:
Division: DART
Department: DART
Location: 1237 Main Street, Buffalo (clinic)
Reports To: Nursing Supervisor
WSP Grade: 8 (pending)
Salary Level: \$38,000-\$48,000 annually
FLSA Status: Nonexempt
OSHA Class: 2
Shift: Days (35 hours per week)
Prepared By: L. Hill, K. Bossert
Prepared Date: January, 2015/**Reviewed 11/2016**
Approved By: Advisory Board, CAO Board
Approved Date: February 2015/ Approved 1/2017

SUMMARY

Provides professional nursing care to chemically dependent persons in an outpatient clinical setting by performing the following duties. May perform additional nursing responsibilities under the direction of the Nursing Supervisor.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

Prepares examination room, equipment and consumer before treatment; explains procedures and treatments to the consumer to gain cooperation, understanding, and ally apprehension; assists the Physician during assessment/treatment/examination of the consumer.

Administers prescribed medication and treatments in accordance with approved nursing techniques; observes consumer, records significant conditions and reactions and notifies supervisor and/or Physician of the consumer's condition and reaction to drugs, treatments and significant incidents; takes temperature, pulse, blood pressure and other vital signs to detect deviations from normal and assess condition of the consumer; responds to life saving situations based upon nursing standards, policies, procedures and protocol.

Documents nursing history and physical assessment for assigned patients; completes all medical charts and records; schedules patients for all necessary clinical appointments at prescribed intervals; keeps accurate records of all methadone orders and dosages dispensed.

Arranges transfer of patients and coordinates patient referrals. Participates in department and clinic quality improvement activities as assigned.

SUPERVISORY RESPONSIBILITIES

Non-direct, supervises clients' care.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

Bachelor's degree (BS) in Nursing; or graduation from a school of nursing registered by the NYS Education department whose graduates are qualified to perform as Registered Professional Nurses. Candidate must have previous experience, a minimum of 1 year, in the provision of nursing responsibilities; preferably in the behavioral health field.

LANGUAGE SKILLS

Ability to read, analyze and interpret common scientific and technical journals and regulatory documents. Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the community. Ability to write reports and correspondence. Ability to effectively present information to management, public groups, and interested healthcare professionals, and to establish and maintain rapport with clients.

MATHEMATICAL SKILLS

Ability to calculate figures and amounts; knowledge of statistical methods.

REASONING ABILITY

Ability to define problems, collect data, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions and deal with several abstract and concrete variables; ability to perform research according to professional format and standards.

OTHER SKILLS AND ABILITIES

Good knowledge of nursing principles, practices and techniques to include sanitation, personal hygiene, nutrition and psychology of substance abuse disorders; ability to maintain professional rapport with physicians, medical and aligned staff. Good observation skills, mental alertness, emotional stability and maturity, tact, good judgment, initiative, resourcefulness, and understanding of principles of medical confidentiality (CFR Title 42/HIPAA), application of appropriate leadership skills in a behavioral health setting.

Bi-Lingual (Spanish) skills desired but not required.

CERTIFICATES, LICENSES, REGISTRATIONS

NYS License to practice as a Professional Registered Nurse is required.

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 functions.

While performing the duties of this job, the employee is regularly required to stand, walk, and talk or hear. The employee frequently is required to walk; use hands to finger, handle or feel; and reach with hands and arms. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include peripheral vision.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.

APPLICATION REQUIREMENTS

Completion of the CAO of Erie County, Inc., application form including submission of official college/university transcripts (or other diploma or certificate where applicable), and three signed release forms for professional references. Community Action Organization of Erie County, Inc. is an Equal Opportunity Employer.

CAO is an equal opportunity employer.