



## Job Description

### Supervising Nurse (RN)

**AGENCY:** INTERIM, Inc. is a private non-profit agency, which provides residential treatment, affordable housing, supported education/employment and social rehabilitation/recovery oriented programs for adults with mental illness.

**POSITION:** Supervising Nurse (RN)

**SALARY:** \$31.25-\$39.54/hr; paid vacation and sick leave; eligible for medical insurance (premium paid ½ by employee, ½ by Interim).

**HOURS:** Part-time, 20 hours/week; non-exempt (eligible for overtime)

#### QUALIFICATIONS:

- 1) Education: Applicants must be licensed as a Registered Nurse (RN). Must have at least one-year experience in an acute care setting or in a psychiatric milieu. Knowledge of Medi-Cal documentation requirements and/or Quality Assurance procedures. Must have some knowledge in the areas of substance abuse, facilitating groups and computer use.
- 2) Skills/knowledge: Good written and oral English communication skills, word processing and data entry/retrieval skills preferred; basic computer skills required; ability to work as a member of a team, to accept supervision, to maintain appropriate boundaries while working in close inter-personal relationships; ability to learn and apply principles of social rehabilitation; ability to be organized, responsible, flexible, empathic and able to relate effectively with clients, other staff, professionals and members of the community.

**RESPONSIBILITIES:** Under the supervision of the respective Program Director and County Physician, as appropriate, the RN will supervise a full time RN/LVN and will primarily be responsible for providing nursing services to Interim's licensed residential treatment programs: Manzanita and Bridge House. The RN will also be responsible for providing and for oversight of nursing services to identified clients in Interim's housing programs: Community Housing, Shelter Cove & Sandy Shores and MCHOME. This position differs from the Nurse position in that this position is responsible for supervision and coordination of nursing services for the entire agency. The position will be based at the Manzanita House in Salinas, but will travel to other programs as necessary.

1. Assist residents with self-administration of medication, knowledge of medication classification, interactions expected therapeutic responses, and nursing implications.
2. At licensed facilities, support counselors and monitor the reliability and fidelity of the residents' CCL Health Related Services/medication management, records, etc., in compliance with CCL regulations.
3. At licensed facilities, coordinate with licensed healthcare professional to insure provision of staff training in diabetes, inhalation/CPAP devices, and other Restricted Health Conditions in compliance with CCL requirements.
4. Create, monitor and provide regular documentation on Health Care Plans related to clients' Restricted Health conditions.
5. Provide interface with Monterey County Health Dept. on issues concerning contagious diseases and infection.
6. Review medication logs at Manzanita, Bridge and Shelter Cove on a regular basis to ensure logs are up to date and accurate.

7. Administer TB tests and document results.
8. Conduct physicals at licensed programs necessary to complete State Licensing's Physician Report form.
9. Coordinate and consult with psychiatrists and other physicians regarding client health issues, medical interactions and provide appropriate advocacy.
10. Provide general healthcare education to staff and residents on issues such as diabetes, cholesterol levels and high blood pressure, hepatitis, TB and HIV/AIDS, infection control procedures, management of lice, scabies, etc. Provide plans for infection control when a resident has a communicable condition.
11. Assist clients as needed in communicating with doctor to ensure successful treatment outcome for a medical problem.
12. Facilitate linkage with doctors and pharmacy and provide advocacy as needed.
13. Conduct intake and discharge interviews, assess for current potential for suicide and for appropriate medical level of care.
14. Identify, assess, and respond to crises. Set clear limits and ensure that both residents and facility are safe.
15. Maintain legible, accurate and timely documentation of medications and service plans, including documentation required for Medi-Cal standards, in both paper and computer-based systems.
16. Provide client centered counseling and engage in problem solving. Identify symptoms and assist residents in self-management skills for mental illness and substance abuse.
17. Participate in weekly staff meetings and resident reviews, and be willing/able to address issues that relate to residents' progress in the program.
18. Work as a member of an interdisciplinary team, which includes clinicians, nurses, mental health, and substance abuse counseling staff.
19. Assess nutritional needs of residents and ensure that diet is appropriate to support resident's health maintenance and improvement.
20. Other duties as assigned by the Program Director or Assistant Program Director.

**PHYSICAL/SENSORY REQUIREMENTS:** Ability to drive an automobile and small passenger van; ability to see well enough to read medication bottles, data on a computer screen, client records, and to discriminate between different types of medications; ability to hear normal conversations and answer telephone; ability to verbally communicate with residents and staff; ability to access and monitor, by sight and hearing, all portions of facility to monitor residents, maintain house safety and assist clients in evacuation of facility in case of emergency; hand, finger and body coordination sufficient to assist residents with tasks, to write client records with clear handwriting, and to use computer keyboard and mouse. Capable of the following extended activities: standing, sitting.

**OTHER REQUIREMENTS:** Over 21; valid California driver's license; auto in safe operating condition; auto liability insurance; good driving record; criminal record clearance; good general health and ability to pass physical exam as required by licensing; proof of authorization to work in the United States as required by Immigration and Reform Act of 1986.

**Interim, Inc.** is an equal opportunity employer.

**Interim Inc.** is guided by the precept that in no aspect of its programs, services or employment practices shall discrimination be permitted because of race, color, national origin, gender, age, creed, religion, physical or mental disability, marital status, medical condition, veteran status, pregnancy, childbirth, or related medical condition, citizen status, veteran status, sexual orientation, gender identity, or other characteristic protected by state or federal law. To comply with the Americans with Disabilities Act and other applicable laws ensuring equal employment opportunities to qualified individuals with a disability, reasonable accommodations are made for the known physical or mental limitations of an otherwise qualified individual with a disability, unless hardship, direct threat to health or safety, or other job-related consideration exists. Individual who feel that they have been unlawfully discriminated against because of membership in one of the protected classes should contact the following: Director of Human Resources, Interim, Inc., PO Box 3222, Monterey, CA 93942. (831) 649-4522.