



## Serra Center

**POSITION:** Registered Nurse  
**SUPERVISOR:** ICF Administrator  
**STATUS:** Non-Exempt

The Registered Nurse is responsible for developing and monitoring a Care Plan for each client in accordance with their Physician's Orders.

### **DUTIES AND RESPONSIBILITIES:**

Any one position may not include all of the following, nor do all of the listed examples include all duties and responsibilities which may be required in each position.

1. Maintain high health standards in accordance with California Title XXII and Dept. of Health Service Regulations.
2. Assure that Direct Care Staff carry out Physician Orders regarding medication and treatments.
3. Communicate health concerns to family members and follow-up as needed.
4. Notify Physician(s) of change in client health.
5. Follow-up with all client health care providers as needed.
6. Coordinate care plans, appointments labs and follow-up with agency CNA and QMRP as required.
7. Assure placement of monthly summaries and required documentation in client charts.
8. Take clients to medical appointments when appropriate.
9. Assure that client medical records are up-to-date.
10. Establish a record of medication error reports and make them available to DHS licensing surveyors.
11. Prepare monthly, semi and annual medical reports and attend ISP meetings for these at client day program or group home.
12. Participate in IDT Meetings as required.
13. Attend Human Rights Committee meeting quarterly and Psychiatric Review monthly.
14. Relate client's information to hospitals if hospitalization is required. Communicate daily with hospital and Physician. Assure that client discharge orders are in place and follow-up as required.
15. Assist with In-Service training for direct care staff as required by Title XXII, to include Medication Certification Training.
16. Accept phone calls from direct care and agency staff during evenings and weekends, or as needed.
17. Act as a member of the agency's Administrative Staff, serve on committees when assigned and demonstrate the ability to work as a team member.
18. Perform other related duties and assignments as required.

### **REQUIREMENTS:**

1. Valid California RN License.
2. Reliable and Insured transportation.
3. Experience working with the developmentally disabled is preferred.
4. Self-initiative and ability to work well with others in a team oriented environment

### **COMPENSATION:**

\$35.00 per hour - DOE; this is a part-time position within a not-for-profit organization. We offer flexible scheduling, on the job training and a friendly and casual environment.