

# POSITION DESCRIPTION

## Multi-County Juvenile Attention System

<b>WORKING TITLE:</b>	Registered Nurse
<b>STATE CLASS TITLE:</b>	

<b>POSITION CONTROL NO</b>		<b>EMPLOYMENT STATUS</b>	Full Time
<b>FLSA STATUS</b>	Exempt	<b>REPORTS TO</b>	Administrator
<b>EXEMPTION TYPE</b>	N/A	<b>SUPERVISOR'S PCN</b>	
<b>CIVIL SERVICE STATUS</b>	Classified	<b>FACILITY</b>	

### DISTINGUISHING JOB CHARACTERISTICS

Provides direct medical services in accordance with standards mandated by Ohio Revised Code, Department of Youth Services, and the Ohio Revised Code. Monitors cell phones and provide accessibility on site or face to face via interactive video conferencing based on the youth's medical needs. Availability will be 24 hours a day and 7 days a week.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

*To perform this job successfully, an individual must be able to satisfactorily perform each essential duty listed below. Reasonable accommodations will be made for disabled persons, covered by the Americans with Disabilities Act, in accordance with its requirements.*

55% Plans, directs and delegates nursing services for resident youth, and coordinates routine and unusual treatment with supervisory and administrative staff regarding medical care and examinations. Assists contractual physician with patient care activities and performs skilled nursing duties.

Procures, distributes, accounts for, administers and disposes of pharmaceuticals. Verifies medications and consults various pharmacies regarding count, side effects and other related matters.

Schedules and coordinates physician recommendations for follow-up care including optical, dental, surgical and other medical needs. Maintains contact with System contracted physician regarding medical issues and problems and follows, and coordinates with System's physicians, orders of youth's personal physicians.

Examines sick youth and treats per physician orders, or those complaining of medical conditions.

Maintains records pertaining to resident health and medical care. Forwards records to attending physician or other facilities for youth leaving System. Charts pertinent medical data pertaining to youth medical conditions and treatments.

Writes progress notes to doctor, dentist or psychiatrist and sends information pertaining to medications.

**Knowledge of:** Nursing practice and procedures; pharmacology, dosage, administration and side affects; anatomy; physiology; diseases; health maintenance; basic psychology.

**Ability to:** relate effectively to troubled youth; develop and maintain effective working relationships with associates, youth, parents, health professionals and general public.

**Skill in:** skilled nursing care; utilization of medical instruments.

30% Conducts admission health assessments, and completes pre-physical and/or discharge summaries on youth leaving facility for placement.

Completes assessments that documents whether there are medical contraindications to the use of specific behavior management interventions or behavior management techniques as required by OAC 5101:2-9-12.

Oversees, formulates, revises and implements MCJAS medical policy and procedures. Review and update medical policies with Administrator, other System Registered Nurses and Medical Director.

Contacts mental health agencies, hospitals and other community agencies for information, medications, and other matters. Confers with case workers and psychologists and physicians regarding efficiency of medication regimen and other medical needs of the youth.

Administers first aid to resident youth and staff where skilled nursing care is needed.

Works on-call to give direction to non-medical staff regarding care of youth requiring medical attention.

**Knowledge of:** Nursing practice and procedures; pharmacology, dosage, administration and side affects; anatomy; physiology; diseases; health maintenance; basic psychology.

**Ability to:** relate effectively to troubled youth; develop and maintain effective working relationships with associates, youth, parents, health professionals and general public.

**Skill in:** skilled nursing care; utilization of medical instruments.

15% Maintains infection control procedures throughout facility and implements medical isolation as necessary.

Conducts educational programs for residents and staff regarding health, drug abuse, sexually transmitted diseases and other personal health matters. Assists with hepatitis B vaccination awareness and/or injections. Teaches staff regarding medical issues and procedures.

Confers with dietary staff regarding youth's special dietary needs and allergies.

**Knowledge of:** Nursing practice and procedures; pharmacology, dosage, administration and side affects; anatomy; physiology; diseases; health maintenance; basic psychology.

**Ability to:** relate effectively to troubled youth; develop and maintain effective working relationships with associates, youth, parents, health professionals and general public.

**Skill in:** skilled nursing care; utilization of medical instruments.

### OTHER DUTIES AND RESPONSIBILITIES

Acts as youth leader when needed.

### SCOPE OF SUPERVISION

Functional supervision over staff regarding medical matters and procedure.

### EQUIPMENT OPERATED

Thermometer; blood pressure apparatus; oxygen tank; Glucometer; syringes and needles; scales; other nursing instruments; computer; telephone; fax machine; other general office equipment.

### CONTACTS WITH OTHERS

Youth; parents; hospital and other medical health care providers; teachers; mental health professionals; physicians; law enforcement officers; court records, ministers; social workers; court officials; pharmacists; attorneys; general public.

### CONFIDENTIAL DATA

Youth hospital, mental health, court and other medical records; resident files.

### WORKING CONDITIONS

Good working conditions but with exposure to communicable diseases. Exposure to STD including AIDS and other blood borne pathogens.

### USUAL PHYSICAL DEMANDS

*The following physical demands are typically exhibited by position incumbents performing this job's essential duties and responsibilities. These physical demands are not, and should not be construed to be job qualification standards, but are illustrated to help the employer, employee and/or applicant identify tasks where reasonable accommodations may need to be made when an otherwise qualified person is unable to perform the job's essential duties because of an ADA disability.*

While performing duties of this job, the employee frequently stands and sits for periods of time and uses hands to hold and control medical equipment. The employee exhibits usual vision demands, with frequent attention to detail, and little or

no long distance requirements. The employee may occasionally have to move or lift persons or supplies of varying weights.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

**Knowledge of:** Nursing practice and procedures; pharmacology, dosage, administration and side affects; anatomy; physiology; diseases; health maintenance; basic psychology.

**Ability to:** relate effectively to troubled youth; develop and maintain effective working relationships with associates, youth, parents, health professionals and general public.

**Skill in:** skilled nursing care; utilization of medical instruments and a trauma informed approach in children & adolescents.

QUALIFICATIONS

An appropriate combination of education, training, course work and experience may qualify an applicant to demonstrate required knowledge, skills, and abilities. A state mandated qualification for entry into the position is: A Nursing Degree from an accredited college and possession of required licenses and certifications. Ability and willingness to earn mandatory 24 Continuing Education Units every 24 months to retain nursing license.

Ability to document identity and employment eligibility within three (3) days of original appointment as a condition of employment in compliance with Immigration Reform and Control Act requirements.

LICENSURE OR CERTIFICATION REQUIREMENTS

Ohio State Board of Nursing License. Must maintain current certification in CPR and First Aid, State Motor Vehicle Operator's License & Think Trauma Curriculum

This job description in no manner states or implies that these are the only duties and responsibilities to be performed by the employee filling this position, who will be required to follow instructions and perform any duties required by the employee's supervisor or designee.

MANAGEMENT APPROVAL

\_\_\_\_\_ / \_\_\_\_ / \_\_\_\_  
Superintendent Date

EMPLOYEE UNDERSTANDING AND AGREEMENT

I understand, and will effectively perform, the duties & requirements specified in this job description.

\_\_\_\_\_ / \_\_\_\_ / \_\_\_\_  
Employee Date