

**JOB DESCRIPTION # 16**

**TITLE:** Ancillary Support Professional

**FUNCTIONAL TITLE:** Registered Nurse

**JOB CATEGORY:** Nursing

**REPORTS TO:** Health Care Director

**BASIC FUNCTIONS:** To advocate for all medical needs of assigned program participants focusing on optimal health for all individuals in the SHCS Residential Care setting. Supervise the coordination of medical services.

**QUALIFICATIONS:** Registered Nurse with current MA license. One year working in a residential setting with disabled adults or Home Care experience. Excellent communication skills. Valid Massachusetts drivers license.

**SCHEDULE:** Hrs as assigned by supervisor.

**RESPONSIBILITIES/OBJECTIVES:**

- Assess and coordinate healthcare and services for participants. Select programs have a greater number of assigned nursing hours and thereby a greater oversight responsibility. Institute appropriate follow up and communicate all medical issues to: Residential Manager, Health Care Director, Area Director, and any other appropriate SHCS staff.
- Maintain, Review, and Supervise medical supports
- MAP oversight with reports to facilitate compliance
- Attend and participate in residential staff meetings and provide in-service training of residential staff on medical topics as needed
- Complete reports in accordance with regulations.
- Facilitate effective communication with participant's physician to obtain medical information and treatment.
- Document medical needs of participants and interventions as needed.
- Advise the Health Care Director of any medical problems that may hinder a person's progress or placement in current residential setting.
- To foster the growth of individuals and to treat them with respect, dignity and in an age and culturally appropriate manner.

- To be familiar with the regulations and statutes governing and insuring the human rights of program participants.
- To implement procedures and services including medical interventions, or additional duties, as assigned by the Health care Director Community Services, Inc

**EXPECTATIONS:**

- To carry out all responsibilities professionally and efficiently.
- To treat individuals receiving supports with respect and dignity and maintain confidentiality and integrity at all times.
- To foster an environment which promotes responsibility, cooperation, consideration and hospitality.
- To work in harmony and in support of the Seven Hills Foundation operating subsidiaries.
- Provide supervision of nursing staff(LPN if assigned to program) and report to Health Care Director status of medical/staff concern

**PHYSICAL REQUIREMENTS:**

- Ability to drive
- Ability to lift 35 pounds on occasion

**STATUS:** Non-Exempt

I have read and understand my job description.

\_\_\_\_\_  
Employee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee Printed Name

\_\_\_\_\_  
Supervisor

\_\_\_\_\_  
Date