

**JOB DESCRIPTION #28**

**TITLE:** Ancillary Support Professional

**FUNCTIONAL TITLE:** Nurse / Health Care Supervisor

**JOB CATEGORY:** Health Care Staff

**REPORTS TO:** Program Manager and Assistant Vice President

**BASIC FUNCTIONS:** To advocate for all medical needs of assigned program participants focusing on optimal health for all individuals. To perform required nursing activities including medication administration, documentation and direct support.

**QUALIFICATIONS:** Registered nurse (RN) with current registration to practice in Massachusetts. Minimum of (1) year post registration experience in a program for people with mental retardation or developmental disabilities. Valid driver's license required.

**SCHEDULE:** This is a \_\_\_\_\_ time position with hours primarily \_\_\_\_\_ a.m. to \_\_\_\_\_ p.m.

**RESPONSIBILITIES/OBJECTIVES:**

- In conjunction with the Assistant Vice President develops, supervises and maintains medical policies and procedures for all persons using Day Habilitation Services.
- To provide direct care and training in relevant program areas to staff and participants.
- Provide assistance as needed for program participants' personal care needs including dining, toileting and transfers.
- To co-ordinate medical services with each person's personal physician/clinic in conjunction with residential providers and families.
- To provide first aid and emergency care and triage to participants and staff within the program and provide follow-up care as designated by the physician.
- To oversee all health-care services provided to the recipients at the program and to document medical needs and interventions in medical nursing notes and evaluative reports, including the participation in the Individual Support Plan process and case conferences as required.
- To obtain medical reports and approval of treatment plans from the primary care physicians and maintain a confidential medical file for each participant.

- To obtain from physicians, written approval of Individual Support Plans and written orders for all medication to be given at the program.
- As assigned by the Program Manager administer and document administration of medication given withi□ the program.
- Assist in case record review process as assigned.
- To provide supervision and performance appraisals of assigned nursing staff on site.
- To transport participants as assigned.
- Oversee interns, students, and volunteers as assigned.
- Advise the Program Manager and staff of any medical problems that may hinder a participant's progress or that may be aggravated by activity at the program.
- Complete pre-admission review of medical history and needs of prospective program participants.
- Participate in activities as a member of the Interdisciplinary Team as assigned.
- Orient new staff to all medical and emergency procedures of the program. Conduct in-service training as designated.
- To act as a role model and to provide contextual training of staff in the integrated therapeutic model.
- 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 statues governing and insuring the human rights of program participants.
- Be familiar with, and assist in the implementation of, the Seven Hills Foundation Policies & Procedures, the site's Program Specific Policies & Procedures and the regulations governing the program.
- To perform additional duties as required or directed.

**EXPECTATIONS:**

- To carry out all responsibilities professionally and efficiently.
- To work in harmony and in support of the Seven Hills Foundation operating subsidiaries.

**PHYSICAL REQUIREMENTS:** Ability to assist in physical interventions and complete a pre-employment physical.

**STATUS:** Non-Exempt.

**STATE CONTRACT CROSS REFERENCE TITLE:** Licensed Practical Nurse #109

I have read and understand my job description.

\_\_\_\_\_  
Employee

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Supervisor

\_\_\_\_\_  
Date