

JOB DESCRIPTION

POSITION: Day Center Nurse

Date Created: 02/09/2022

BRIEF DESCRIPTION OF RESPONSIBILITIES: The Nurse provides direct health care, medication administration, emergency first aid care, health education and related health services to members while at the Dementia Day Center. Responsibilities include assessing, implementing, and managing the health needs of members within the center and providing support to day center families. Tasks also require interfacing with agency donors, volunteers, and clients. Other duties and tasks as assigned. This position reports to the Day Center Director.

JOB DUTIES:

1. Assesses member's nursing and medical needs.
2. Creates, implements, and evaluates member's plan of care.
3. Records monthly progress notes on medical care provided.
4. Administers medications and treatments.
5. Provides health education to all members.
6. Maintains medical records.
7. Provides counseling on health needs and illness involving appropriate parties in the discussions of immediate and long-term health.
8. Manages relationships with current and potential client families in conjunction with the Day Center Director and Activity Director. Managing these relationships includes, but is not limited to, responding in inquiries, processing enrollments, program referrals, and fielding family questions.
9. Ensures operational compliance with all Day Center policies, Texas Health and Human Services licensing standards, contracts, and funding requirements. Provides troubleshooting and problem-solving support for day-to-day operational problems and issues
10. Ensures services provided achieve outputs, productivity, effectiveness, and outcomes objectives.
11. Promotes and encourages good morale, professionalism and a cheerful attitude among clients, staff and volunteers
12. Performs other duties as assigned.

OTHER SKILLS REQUIRED:

- Excellent interpersonal and organizational skills.
- Good verbal and written communication skills.
- Knowledge of basic computer skills required.
- Ability to work independently and as a team member.
- Willingness to support and actively participate in all activities and family support functions of the Center
- Bilingual (Spanish) preferred

EXPERIENCE:

- Minimum experience requirement-12 months working with individuals with Alzheimer's disease or dementia

EDUCATIONAL REQUIREMENTS:

- Registered Nurse (RN)
- Currently licensed as a Registered Nurse in the State of Texas
- CPR/AED Certification