



NEIGHBORHOOD HOUSE ASSOCIATION

5660 Copley Drive • San Diego, CA 92111

To enrich lives through a continuum of education and wellness services.

JOB ANNOUNCEMENT

CHARGE REGISTERED NURSE - ADHC

POSTED: February 1, 2019

APPLICATION DEADLINE: Open Until Filled

Position #/Range:	0024/60.5	Union Status:	Non- Union
Starting Pay/Range:	\$35.00 per hour	Status/Hours:	FT/Exempt
Hours of Work:	8:00 a.m. - 4:30 p.m. Monday - Friday	# of Weeks:	52
Location:	851 S. 35 th Street – San Diego, CA 92113	Dept. / Program:	Adult Day Health Care (ADHC)

Basic Job Assignment:

Under general supervision of the Program Director- ADHC, the Registered Nurse provides professional nursing care to adult patients who have chronic cognitive and physical health problems; supervises paraprofessional and support nursing staff and performs related work as required.

Employment Requirements:

The ideal candidate is a self-motivated, independent worker who possesses a solid knowledge of Basic supervisory principles and practices; Professional nursing principles, procedures and techniques used in the care and treatment of long-term rehabilitation, geriatric and/or psychiatric patients; Medical and psychological terminology; State of California laws and regulations for the nursing profession; Federal, state and local legislation and regulations related to psychiatric, geriatric and/or rehabilitative patient care and treatment and agency/contract guidelines within areas of responsibility; Medical emergency procedures; and Current medical procedures, medications and equipment. The ideal candidate will also have the ability to Assign, schedule, review and evaluate the work of assigned staff; Provide training and leadership to nursing staff; Anticipate and plan necessary in-service training and education; Maintain accurate written records, charts and reports of patient activities and progress; Establish and maintain effective working relationships with patients, care givers and fellow staff members; Communicate effectively, both orally and in writing; Observe, access and evaluate patient behavior, medical condition and care; Compile information and prepare reports; Evaluate patients and assist in development of care plans; Respond appropriately to medical emergencies; and has demonstrated experience working with culturally and ethnically diverse, low income or no income clients and unique populations.

Qualifications:

- A valid Registered Nurse license issued by the state of California required;
- At least two (2) years of full-time registered nursing experience in a psychiatric and/or geriatric facility **OR**
- An equivalent combination of training and experience;
- A valid California drivers' license is required;
- Medical clearance and TB test required upon hire and to be maintained every four (4) years;
- Current CPR certification required;
- Proficiency in MS Office Suite and timely and accurate documentation required;



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Example of Major Functions:

- Provides direction and supervision to paraprofessional and/or support nursing staff;
- Plans, organizes, schedules, supervises and evaluates the work of assigned staff;
- Coordinates and/or provides necessary in-service and other training;
- Instructs nursing staff in procedures to be followed and techniques to be used in the program;
- Assists the Program Director – ADHC in implementing and improving program processes and procedures;
- Communicates with the Program Director – ADHC regarding program activities;
- Supervises nutritional serving staff to ensure that clients' dietary needs are met per doctor's orders;
- CACFP duties include meal productions records, oversight of delivery records, and Team leader of dietary operations in absence of RD;
- Plans and provides nursing care for adult patients who have chronic cognitive and physical health problems;
- Consults and communicates with doctors and other professional staff in designing and/or revising appropriate treatment plans for clients, in ongoing treatment of patients and in changes in patient status (i.e., presenting signs and symptoms);
- Ensures that treatment plans are correctly implemented and monitors medical wellness for each patient;
- Prepares contingencies for emergencies;
- Administers medication and injections, monitors the correct use of drugs and other medications, and orders updates as necessary;
- Monitors blood glucose levels as necessary;
- Instruct clients on relevant health education matters;
- Performs various administrative functions involved in client care and in program management;
- Maintains medical updates on each client in compliance with state requirements;
- Prepares semi-annual review on each client and updates service plans (TARs) for Medi-Cal review;
- Writes quarterly progress and assists with monthly progress notes for each program participant;
- Maintains and orders nursing and kitchen supplies;
- Disposes of medical waste as necessary;



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APPLICATION SUBMITTAL INSTRUCTIONS:

Applications may be obtained at 5660 Copley Drive, San Diego, 92111; 841 S. 41st Street, San Diego 92113; or on the Agency website at www.neighborhoodhouse.org. Applications may be mailed or delivered to the Human Resources Department at 5660 Copley Drive, San Diego, CA 92111 or scanned/emailed to: recruiting@neighborhoodhouse.org. Applications must be fully completed (per instructions), signed, and dated when submitted. Any applicable supplemental application questions and/ or certifications must be attached to the application at the time the application is submitted. All statements on the application will be subject to verification and investigation prior to employment. In order for your education or certification(s) to be considered, you must attach a copy of your official degree transcripts or diploma or foreign equivalency report and/ or certification to your application. Please only submit the documents required.

NOTE: *Only those candidates being considered will be contacted for an interview and reasonable accommodations may be made to enable individuals with qualified disabilities to perform the essential functions of job on a case by case basis.*

ABOUT NHA:

The neighborhood House Association is a non- profit organization. Head Start positions are funded in whole or in part by money provided through the State and Federal Government. Additionally, some Social Service Program positions may be funded in whole or in part through grant funds. Because positions and salaries may be funded through grants, and State and Federal funds ongoing employment will be contingent upon the continued receipt of these funds.

BENEFITS:

Eligible employees receive the following benefits: Vacation;

- Sick leave;
- 13 paid holidays;
- Two (2) personal days;
- Four (4) days annual bereavement leave;
- 401K Retirement Plan;
- Medical;
- Dental;
- Flexible Spending Account (FSA);
- Life & Disability insurance;
- Supplemental Life & Voluntary Products;
- Social Security;

**Medical and dental benefits are provided to regular employees who work a minimum of 30 hours per week.*

INTRODUCTORY PERIOD:

All regular appointees serve six (6) months' introductory period.

CITIZENSHIP/IMMIGRATION STATUS:

In accordance with the Immigration Reform and Control Act of 1986, Neighborhood House Association hires only U.S. citizens and others lawfully authorized to work in the U.S.

This Job Announcement is not an offer of employment. The provisions of this job announcement do not constitute an express or implied contract. Any of the provisions contained in this job announcement may be modified or revoked without notice. Any person who is hired may voluntarily leave their employment upon giving proper notice, and may be terminated by the Agency at any time and for any reason. Any oral or written statements to the contrary are hereby expressly disavowed and should not be relied upon by any prospective or existing employee.

Please note that offers of employment are only valid if they are made by the Human Resources Department