



Department of Developmental Services

Community State Staff Program



For more information, visit: www.dds.ca.gov/devctrs/dclnitiatives_community.cfm

Independent Options
Position #472-084-8165-991

Job Title/ Classification: Registered Nurse

Work Hours: 08:00-17:00 Hours may vary according to operational needs

Time Base: FULL TIME

Days Off: Fri Sat Sun Mon

Location: Fullerton and Brea, Orange County CA

Post Date: August 09, 2018

Final Filing UNTIL FILLED

Information Session: None at this time

Location: None at this time

Conference Number: None at this time

Position Description:
(For complete duties, please see the duty statement on the following page)

Registered Nurse's major responsibility is the development, implementation and coordination of health care services for residents living in the ARFPSHN community homes. This includes pre-placement review of potential residents, assessment of newly admitted residents and establishing and reviewing a health care ISP for each resident. Documenting residents' progress in meeting these objectives and coordinating the health care needs of the residents. Monitoring the administration of medication and treatment of residents and participate in ongoing staff training.

Desirable Qualifications:

- ❖ Able to communicate and collaborate with individuals, families, Regional Center staff and other health care professionals in meeting each resident's identified needs.
- ❖ Motivated, independent individual who can organize workload so that all functions are completed appropriately.
- ❖ Flexible work hours and ability to drive a motor vehicle.
- ❖ Analyze situations accurately and take effective action.

Who May Apply: Any permanent DC/CF employee who has passed their probation period in the classification advertised.

Selection Process: All applications will be screened and only the most qualified may be interviewed.

How to Apply: Place the job title/classification and position number on your State Application (STD. 678) under Examination(s) or job title(s) and mail your application to:

Community State Staff Program
Fairview Developmental Center
2501 Harbor Blvd B-29
Costa Mesa, CA 92626
Attn: Sandra Middleton, Program Director

Application postmarked, personally delivered or receiver via interoffice mail after final filing date will not be accepted. Questions regarding your application, contact: (916) 322-7790. Questions regarding the Community State Staff Program Contact: Northern California (916) 654-2420 or Southern California at (714) 957-5593.

"Enriching Services Through State Staff Expertise"

**DEPARTMENT OF DEVELOPMENTAL SERVICES
COMMUNITY STATE STAFF PROGRAM
Independent Options, Inc.
REGISTERED NURSE
DUTY STATEMENT**

Classification/Title: REGISTERED NURSE

Work Location: Fullerton and Brea, CA

Days Off: Fri Sat Sun Mon

Work Hours: 08:00 to 17:00 Hours may vary depending on operational needs.

General Statement of Duties: The Registered Nurses' major responsibility is the development, implementation, and coordination of health care services for clients living in the ARFPSHN community homes. This includes pre-placement review of potential residents, assessment of newly admitted residents, and establishing and reviewing a health care ISP for each client. Documenting resident's progress in meeting these objectives and coordinating the health care needs of the clients. Monitoring the administration of medication and treatment. This position also involves training, planning and consultation to provide information on health and disease to residents with developmental disabilities, families and staff. The Registered Nurse utilizes the training and skills of nursing to assist the staff in the homes served by Independent Options into providing quality care to residents with developmental disabilities. This position is also responsible for ensuring that any suspicion of or knowledge of suspected abuse is reported in accordance with the law and program policies; and all information will be maintained for residents served by Independent Options as confidential.

Supervision Received: Day to day functional supervision, performance appraisals and review of clinical practices will be provided by Independent Options Chief Executive Officer (CEO) in conjunction with the Community State Staff Coordinator.

Supervision Exercised: Direct supervision of direct support professional staff which includes licensed and unlicensed staff.

Physical Demands: Possession and maintenance of sufficient strength, agility, and endurance to perform during emergency situations, or during physically, mentally or emotionally stressful situations encountered on the job without endangering his/her own health and well-being or that of fellow employees, residents, or the public and the ability to perform the duties contained in this duty statement. Occasional lifting up to 50lbs pounds, often combined with pushing, pulling, bending, stooping, positioning self, balancing, running, squatting, grabbing, carrying, kneeling, twisting and reaching at or above shoulder level. Physical demands includes bending and twisting, frequent traveling, driving, typing, grasping, hearing, talking, feeling and repetitive motions. Includes sitting, standing and walking most of the time, working on irregular surfaces and periodically requires extraordinary physical activity. Will maintain the ability to complete all training as required by applicable regulations. Must have a valid California Driver's License. Responsible to maintain and renew Registered Nurse License.

Typical Working Conditions: Daily on-going interaction with residents with developmental disabilities who may display aggressive and/or self-injurious behaviors. May have potential exposure to communicable diseases, blood borne pathogens, medicinal preparations and other conditions common to a clinical/nursing environment. Participation in meetings and conferences and other conditions common to an office environment, as well as, ongoing interaction with the general public.

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You are a valued member of Independent Options team. You are expected to work cooperatively with team members and others to enable Independent Options to provide the highest level of service possible. Your creativity and productivity is encouraged. Your efforts to treat others fairly, honestly and with respect are important to everyone who works with you.

%	ESSENTIAL DUTIES
	<p>Maintain a safe and therapeutic environment which ensures respect, dignity and protects privacy, rights, confidentiality and physical/emotional well-being of all residents. Provide positive interventions and Active Treatment to all residents. This essential function will be ongoing when performing the following duties:</p> <p style="text-align: center;">Percentages may vary based on operational needs.</p>
25%	<p>Acts as a resource person and provides consultation and training to Direct Care staff, Professional staff and other Independent Options staff regarding nursing services and physical care needs of the assigned residents, when requested.</p> <ol style="list-style-type: none"> 1. Provides feedback to CEO regarding any issues affecting home operations and individual care; including immediate notification of any changes in care needs or unusual behaviors and occurrences. 2. Provides nursing leadership and assist the functional authority to make decisions and instruct house staff on procedures pertaining to health care as defined in the Best Practice Guidelines for Nursing Care. 3. Trains staff on residents' restricted health care plans and monitors performance to ensure that staff members are following restrictive healthcare plans correctly. 4. Promotes the team concept and maintains open communication between resident served, staff, families, regional center and other stakeholders. 5. Attend all transition meetings, IPP's, quarterly meetings, clinical staffing meetings, and represent Independent Options at all regional center/resident meetings 6. Participate as a member of the IDT pre-placement reviews, evaluation of the client on admission, develop the initial health care portion of the ISP with periodic review and reevaluation of the nursing service and participate in the discharge planning. 7. Continually works with staff members in creating a professional and amiable atmosphere; encourages and supports co-workers to work as a team. 8. Train and assist direct care staff in the prevention, detection and control of communicable disease and other health care needs. 9. Monitor staff performance as it relates to health care issues and instruct the staff about changes in the ISP or their duties if a temporary problem is established. 10. Monitor the administration of medication and treatments including medication reviews done every two weeks and properly documented. Provide medication training to new staff and provide periodic in-services on medication administration. 11. Monitor ARFPSHN services for any patterns of infection and provide in-service on infection control.

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25%	<p>Performs nursing procedures, such as administering medications and treatments including oral medication, hypodermic injections, urinary catheterization, enemas, and taking and recording temperature, pulse, blood pressure, respirations, and first aid as authorized within the scope of the Registered Nurse license.</p> <ol style="list-style-type: none"> 1. Schedule medical and dental appointments for the residents and coordinate with the QIDP. 2. Attend resident doctor appointments and address any concerns and changes with attending physician. 3. Transports residents in the company vehicle to medical and other appointments and activities. 4. May require specialized skills in ostomy care/feeding techniques/respiratory care, g-tube insertions, adaptive equipment use and any other procedure authorized. 5. Documents in treatment records medication/treatments the residents have received. 6. Record the resident's response to treatment. 7. Collects data which may be in areas of infection control, monitoring disease processes, compliance with nursing procedures and policy, correct use and maintenance of medical equipment, and other regulatory requirements. 8. Develops, implements, monitors, and updates Health Care Plans and Restricted Health Care Plans.
20%	<p>Observes residents physical condition and behavior and reports significant changes to appropriate team members.</p> <ol style="list-style-type: none"> 1. Develop, implement, and monitor a written plan for each resident to provide for nursing services as part of the ISP, consistent with diagnostic, therapeutic, and medication regimens. 2. Review and revise, as necessary, the health care portion of the ISP at least quarterly. 3. Monitor the health care needs of the clients through visits to the residents, review of progress notes and telephone reports from the staff. 4. Establish temporary objectives and plans for transient illness and injuries. 5. Prepares professional nursing documents as assigned to assure compliance with regulatory requirements, including nursing assessments, comprehensive health care plans and physical assessment 6. Notify the physician of side effects or adverse reactions to any medications. 7. Responds to and provides nursing assessment/treatment during medical emergencies. 8. Reports any unusual behaviors and injuries to the physician, Behavioral Consultant and CEO. 9. Initiate the incident report when required. 10. Initiate temporary intervention plans and monitors temporary conditions. 11. Prepares required documentation for medical nursing assessments, health care plans, restricted health care plans, and other documentation as required. 12. Review and follow up on the Pharmacist's review done quarterly. 13. Participate in ID Team meetings and prepare and present the psychotropic reviews for any residents on these medications.

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15%	Assists staff in occupational, recreational, vocational, and educational therapy programs for residents. <ol style="list-style-type: none"> 1. Includes obtaining data and implementing objectives and plans, as well as behavior interventions. 2. Encourage residents to participate in recreational activities. 3. Will engage residents in activities that provide opportunities for learning and practice of skills tailored to the specific needs of the resident. 4. Train residents in personal hygiene, family life, and sex education, including family planning and venereal disease counseling. 	
10%	Responds to emergencies that involve the use of medical/behavioral intervention techniques. <ol style="list-style-type: none"> 1. Provides intervention that ensures safety to both the resident and staff. 2. Notify the physician immediately of any sudden and/or marked adverse change in signs. 3. Monitors emergency equipment, medication, and treatment supplies. 4. Must competently use nonviolent crisis intervention skills to manage resident's assaultive behaviors. 	
Marginal Duties		
5%	Attends and participates in training as required. <ol style="list-style-type: none"> 1. Attends Independent Options meetings. 2. Responsible for obtaining the required CEU's for license renewal. 3. Other job related duties as assigned by the Executive Director. 	
SUPERVISOR'S STATEMENT: I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE.		
Independent Options Supervisor's Name (Print)	Independent Options Supervisor's Signature	Date:
Community State Staff Coordinator's Name (Print)	Community State Staff Coordinator's Signature	Date
EMPLOYEE'S STATEMENT: I HAVE DISCUSSED WITH MY SUPERVISOR THE DUTIES OF THE POSITION AND HAVE RECEIVED A COPY OF THE DUTY STATEMENT.		
The statements contained in this duty statement reflect general details as necessary to describe the principle functions of this job. It should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absence of relief, to equalize peak work periods to balance the workload.		
Employee's Name (Print)	Employee Signature	Date

Revised: 8/9/2018