



Department of Developmental Services

# Community State Staff Program



For more information, visit: [www.dds.ca.gov/devctrs/dclnitiatives\\_community.cfm](http://www.dds.ca.gov/devctrs/dclnitiatives_community.cfm)

**National Support Services, Inc  
Position #472-084-8165-992**

**Job Title/ Classification: Registered Nurse**

**Work Hours:** 6 AM – 2 PM 2 PM – 10 PM

**Time Base:** FULL TIME

**Days Off:** Saturday and Sunday

**Location:** Los Angeles, Culver City or Escondido

**Post Date: Jan 12, 2018**

**Final Filing UNTIL FILLED**

**Information Session:** None at this time.

**Location:** None at this time.

**Conference Number:** None at this time.

**Position Description:** RN provides supervision and performs general nursing procedures, behavior management, direct care and training as established by the residents' health and behavioral care needs. Demonstrates creativity in solving problems and looking at situations in new and innovative ways. Assesses, plans, implements and evaluates the nursing care of residents within the ARFPHSN setting. Demonstrates the ability to maintain quality assurance standards and promote goals and objectives in accordance with the organization's policies and procedures.

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

- Desirable Qualifications:**
- ❖ Able to communicate and collaborate with individuals, families, Regional Center staff and other health care professionals in meeting each consumer'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 on outings.
  - ❖ 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:

Southern CA Community State Staff Program  
State Operated Facilities Division  
2501 Harbor Blvd  
Costa Mesa, CA 92626  
Attn: Sandra Middleton, PD

Application postmarked, personally delivered or received via interoffice mail after final filing date will not be accepted. Questions regarding your application, contact: Southern California Coordinator at (714) 957-5593.

*"Enriching Services Through State Staff Expertise"*

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National Support Services, Inc. –Registered Nurse  
Duty Statement**

**Work Location:** Los Angeles, Culver City or Escondido

**Days Off:** Saturday and Sunday

**Work Hours:** 6 AM – 2 PM 2 PM – 10 PM

**Classification:** Registered Nurse

**JOB TITLE:** Registered Nurse

**General Statement of Duties:** Guided by the standards of the California's Board of Registered Nurses (RN), the Registered Nurse performs general nursing procedures, behavior management, direct care and training as established by the residents' health and behavioral care needs. The Registered Nurse will be the lead staff on the am shift under the direction of the Home Administrator. RN will demonstrate creativity in solving problems and looking at situations in new and innovative ways. RN will demonstrate competence in technical and manual skills, according to the scope of practice for RNs and be responsible for ensuring that nursing care, staffing needs, and directives are carried out in the home as directed by the Home Administrator. The RN will be a motivated, independent individual who can organize workload so that all functions are completed appropriately. Assesses, plans, implements and evaluates the nursing care of residents within the ARFPHSN setting.

Responsible for ensuring that any suspicion of or knowledge of suspected abuse is reported in accordance with the law and program policies, (Mandated Reporter SOC 341). Demonstrates the ability to maintain quality assurance standards and promotes National Support Services, Inc.'s goals and objectives in accordance with the organization's policies and procedures. Maintains a role as residents' advocate with a focus on National Support Services, Inc.'s mission and may be required to complete additional resident documentation.

**Supervision Received:** Supervision, performance appraisals and review of clinical practices will be completed by National Support Services, Inc. Home Administrator in conjunction with the Community State Staff Coordinator. Day to day functional supervision will be provided by the National Support Services, Inc. Home Administrator.

**Supervision Exercised:** Leads staff on the shift assigned, under the direction of the Home Administrator. Supervised members of health care team, as needed, to accomplish the plan of care needed. RN will provide direct supervision of direct care staff which may include DSPs and licensed staff as LPNs/LVNs, PTs, Respiratory Therapists and other supportive staff.

**Physical Demands:** No lifting restrictions. Must possess and maintain sufficient strength, agility, endurance and sensory ability to perform the duties contained in this duty statement. Will perform a variety of physical activities including standing, walking, sitting, talking and listening, bending, twisting, reaching, gripping, lifting, carrying, pushing, and pulling. Will be exposed to repetitive use of foot controls and repetitive use of both hands with expected light to heavy grasping. Have the ability to drive and possess a valid CA driver's license. Ability to complete all training as required by applicable regulations,

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including but not limited to Direct Support Professional Training 1 and 2, CPR, BLS certification and Pro Act. Responsible to maintain and renew Registered Nurse license and ability to alter working hours as needed.

**Typical Working Conditions:** Daily on-going interaction with residents with developmental disabilities who may display aggressive and/or self-injurious behaviors. On-going communication with family members, co-workers and public entities. Potential exposure to communicable diseases, blood-borne pathogens, medicinal preparations, and other conditions common to a community home environment. Will follow proper infection prevention and control procedure and supervises supportive staff in infection prevention and control procedures.

<p>You are a valued member of National Support Services, Inc.'s team. You are expected to work cooperatively with team members and others to enable National Support Services, Inc. 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. You are expected to represent the organization in a positive and professional manner.</p>	
%	<p><b>ESSENTIAL DUTIES</b></p> <p>Maintain a safe, clean 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. Maintain the philosophy of the company to provide a holistic multi-dimensional approach. These essential functions will be ongoing when performing the following duties:</p> <p style="text-align: center;"><b>Percentages may vary based on operational needs.</b></p>
20	<p><b>Assist and teach residents in all activities of daily living such as bathing, dressing, grooming, and dining. These duties include lifting, positioning and assisting in the resident mobility. (Additional needs identified by Interdisciplinary Team.</b></p> <ol style="list-style-type: none"> <li>1. Training will assist the resident in maximizing their independence.</li> <li>2. Provide services which will assist each resident in achieving maximum social, emotional, intellectual, developmental and cognitive growth, individual rights, ability to make choices and access shall be considered at all times.</li> <li>3. Provide positive intervention and Active Treatment for all residents.</li> <li>4. Assists residents in food shopping, preparation, serving and clean-up.</li> <li>5. Transports residents in the company vehicle to medical and other appointments and activities.</li> <li>6. Possess knowledge of residents and report the whereabouts of the assigned residents at all times.</li> <li>7. Assist staff with maintaining the physical environment of the home. Including housekeeping duties. (Cleaning designated areas, changing linens, vacuuming, dusting, mopping, surface cleaning and bathroom details)</li> </ol>
	<p><b>Performs nursing procedures, such as administering medications and</b></p>

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20	<p><b>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.</b></p> <ol style="list-style-type: none"> <li>1. Assesses residents on admission and daily, as well as when conditions change. Documents appropriately.</li> <li>2. Ability to adequately assess and reassess pain. Utilizes appropriate pain management techniques.</li> <li>3. Assesses the residents' condition and nursing needs; set goals; prescribes appropriate nursing action.</li> <li>4. Implements plan of care for the resident based on assessments and goals as established by the interdisciplinary care team.</li> <li>5. May require specialized skills in ostomy care/feeding techniques/respiratory care and adaptive equipment use and any other procedure authorized .</li> <li>6. Assist physician as necessary.</li> <li>7. Documents in treatment records medication/treatments the residents have received.</li> <li>8. Records the resident's response to treatment.</li> <li>9. 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.</li> <li>10. Develops, implements, monitors, and updates Health Care Plans</li> </ol>
15	<p><b>Observes residents' physical condition and behavior and reports significant changes to appropriate team members.</b></p> <ol style="list-style-type: none"> <li>1. Provides behavior management support, reinforcement, intervention technique utilization including highly restrictive interventions.</li> <li>2. Collects data and records information in the record and provides follow-up as needed.</li> <li>3. Submits written documentation in timely, clear, concise and pertinent manner.</li> <li>4. Notifies physician and or supervisor whenever the resident has sustained injury or change in condition and follows through until appropriate action is taken.</li> <li>5. Notes and carries out physician's orders in a timely manner.</li> <li>6. Initiates the incident report when required.</li> <li>7. Initiated temporary intervention plans and monitors temporary conditions.</li> <li>8. Prepares required documentation for medical nursing assessments, health care plans and other documents changes in residents' condition and nursing care on progress notes and plan of care.</li> <li>9. Ability to interpret results of waived tests; take appropriate action on waived tests results.</li> <li>10. Trains and assists direct care staff in the prevention, detection and control of communicable disease and other health care needs.</li> </ol>
15	<p><b>Assists staff in coordination of occupational, recreational, vocational, and educational therapy programs for residents.</b></p> <ol style="list-style-type: none"> <li>1. Initiates and leads resident care conferences and updates plan of care, as</li> </ol>

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	<p>appropriate.</p> <ol style="list-style-type: none"> <li>2. Includes obtaining data and implementing objectives and plans, as well as behavior interventions.</li> <li>3. Encourage residents to participate in recreational activities.</li> <li>4. Will engage residents in activities that provide opportunities for learning and practice of skills tailored to the specific needs of the resident.</li> </ol>
10	<p><b>Responds to emergencies that involve the use of medical/behavioral intervention techniques.</b></p> <ol style="list-style-type: none"> <li>1. Demonstrates ability to remain calm in emergency and/or stressful situations and gives everyone a feeling of confidence that the situation is under control.</li> <li>2. Performs all aspects of resident care in an environment that optimizes resident safety and reduces the likelihood of medical/health care errors.</li> <li>3. Supports and maintains a culture of safety and quality.</li> <li>4. Provides intervention that ensures safety to both the resident and staff.</li> <li>5. Monitors emergency equipment, medication, and treatment supplies.</li> <li>6. Must competently use nonviolent crisis intervention skills to manage resident's assaultive behaviors.</li> </ol>
10	<p><b>Acts as a resource person and provides consultation and training to Direct Care staff, Professional staff and other National Support Services, Inc. staff regarding nursing services and physical care needs of the assigned residents, when requested.</b></p> <ol style="list-style-type: none"> <li>1. Provides feedback to Home Administrator regarding any issues affecting home operations and resident care; including immediate notification of any changes in care needs.</li> <li>2. Provides adequate staffing supervision</li> <li>3. Promotes the team concept and maintains open communication between resident served, staff, families, Regional Center and other stakeholders.</li> <li>4. Gives a thorough report to oncoming shift by participating in walking rounds and documenting appropriately on calendar for upcoming needs.</li> <li>5. Follows through as needed, on information given by shift report, resident or family regarding resident concerns.</li> <li>6. Continually works with staff members in creating a professional and amiable atmosphere; encourages and supports co-workers to work as a team.</li> <li>7. Treats residents and their families with respect and dignity. Identifies and addresses psychosocial, cultural, ethnic and religious/spiritual needs of residents and their families.</li> <li>8. Interacts with residents, families, co-workers, managers and other staff in a kind, knowledgeable and friendly manner.</li> <li>9. Consistently involves resident and family in planning for care, treatment, teaching needs and discharge plans.</li> <li>10. Functions as a leader for the DSPs, PTs and LPNs/LVNs by delegating in a manner that contributes to the excellence of the facility.</li> <li>11. Participates in orientation of new staff and performance evaluations of nursing staff.</li> <li>12. Ensures home is in survey compliance and assists with writing and</li> </ol>

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	implementing plans of correction. 13. Actively participate in performance improvement and continuous quality improvement program plans.	
	<b>Marginal Duties</b>	
5	<b>Maintain adaptive equipment and report any Hazards.</b> 1. Maintain adaptive equipment through proper handling and cleaning as indicated. 2. Report and correct any hazard/unsafe environment situation or defective equipment immediately.	
5	<b>Attends and participates in training as required.</b> 1. Attends at least 4 National Support Services, Inc. meetings annually. 2. Responsible for obtaining the required CEU's for license renewal.	
SUPERVISOR'S STATEMENT: I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE.		
NATIONAL SUPPORT SERVICES, INC. Supervisor's Name (Print)	NATIONAL SUPPORT SERVICES, INC. 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