

# BOYS AND GIRLS HOMES OF NORTH CAROLINA

P.O. BOX 127

LAKE WACCAMAW, NORTH CAROLINA

**NAME:**

**POSITION/DEPARTMENT:**

REGISTERED NURSE

**PERSONAL QUALIFICATIONS:**

Holds a valid nursing license  
Experience with residential care models, preferred  
Five years of supervisory experience, preferred  
Holds BS degree from a regional accredited college or university  
Knowledge of psychology and human behavior  
Knowledge of principles, and methods for training and teaching  
Ability to plan, organize and maintain an effective medical program

**SUPERVISOR/CHAIN OF COMMAND:**

Director of Clinical Services

**WORKING SCHEDULE:**

Non-Exempt, professional part time position scheduled to meet the needs of BGHNC, the youth and the cottage. (may evolve into full time position as needed)

**JOB SUMMARY:**

Responsible for monitoring all medications given to residents on campus. Work closely with residential staff and follow through with consults along with monitoring staff documentation of medical records. Responsible to provide on-call support. Provide all necessary healthcare training according to the agency's service manual and state requirements.

**SERVICE RESPONSIBILITIES:**

1. Monitor, record and report symptoms and changes in resident's conditions. Record client's medical information and vital signs. Ability to assess the effectiveness and feasibility of specific medical outcomes.
2. Coordination and supervision of all medical interventions. Order, interpret, pick up and distribute medications to cottages.
3. Work closely with our psychiatrist on a regular basis. Work with outside agencies as needed.
4. Consult and coordinate with Clinical Director and designated teams. Attends meetings as a member of an interdisciplinary team.
5. Authorize clinic and hospital visits for residents. Maintain required records.

6. Ability to establish and maintain effective working relationship with school and campus staff, administrators, parents, and other members of the community. Ability to promote and maintain strong parental and community involvement.
7. Experience in implementing health principles and current trends in curriculum, staff development, and essential elements of instructions.
8. Posse's qualities in shared decision making skills. Commitment to innovation and creativity. Experience with a diverse resident population.
9. Keep curriculum current, consulting the literature and other professionals in the field for ideas and writing materials as needed.
10. Development, evaluation and implementation of curriculum program, consensus, and team building models, interdisciplinary teams and shared decision-making.
11. Ability to read, analyze, and interpret general health related issues and governmental and state regulations. Ability to write reports.
12. Ability to interpret and implement an extensive variety of technical instruction in health related services and deal with abstract and concrete variables.
13. All other duties as assigned by the VP of Residential Services.

**ORGANIZATIONAL RESPONSIBILITIES:**

1. Engage in regular supervision with one's supervisor.
2. Fully support and model the mission, vision, and values of BGHNC.
3. Model servant leadership and strength-based philosophies.
4. Deal constructively and helpfully with all other members of the organization.
5. Adhere to all policies, systems, safety requirements, and procedures of the organization.
6. Be a professional representative of the organization to those outside it.
7. Be aware of the cultural and socioeconomic characteristics of persons served.
8. Participate in required training appropriate to your position, and beneficial to the vision of BGHNC.

**WORKING CONDITIONS:**

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| 1. Physical requirements:                                |     |
| Walking, escorting                                       | 50% |
| Bending, twisting, keyboarding, sitting                  | 30% |
| Kneeling, climbing stairs, ladders, reaching, squeezing  |     |
| Tool use, restraints, sports, lifting, pulling, carrying | 20% |

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SIGNATURE

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DATE

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HUMAN RESOURCES MANAGER

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DATE