

FOUR RIVERS BEHAVIORAL HEALTH

Official Posting Notice

Effective [2/23/17] a vacancy for this position has been declared at the [CCSP].
Any individual interested in this position should contact the FRBH Human Resource Department at
425 Broadway, Paducah, KY 42001; phone # (270) 444-3625.

Job Title: Nursing Associate

Pay Grade: 10

Wage and Hour Status: Non-Exempt

Assigned to Scale: June 2006

Revised: October 23, 2014

JOB DESCRIPTION

I. Position Overview:

This position can be either part time or full time and does not necessarily have regular working hours. The person in this position may be expected to work days, evenings, nights, weekends, holidays, or other times as necessary to implement services and maintain adequate coverage for the safety and well being of the individuals participating in his/her assigned program. This position may be responsible for a variety of tasks that include, but are not limited to: assisting in consumer medical care, assisting with client treatment, driving vehicles, minor clerical work, minor physical plant maintenance, and program management. Some of these tasks will be program specific and will not apply to all Nursing Associates. This position reports ultimately to the Site Administrator for his/her assigned location, however will typically report to an appropriate designee of the Site Administrator (e.g. Nursing Supervisor or Program Coordinator).

II. Major Tasks / Responsibilities

A. Medical Care

1. Assists consumers with completing health history and prescription history form(s).
2. Takes and/or monitors consumer vital signs as necessary and completes related documentation.
3. Monitors lab requests and results as assigned.
4. Takes physician orders and "calls-in" prescriptions as directed.
5. Expedites physician orders, including medication administration, as directed and permitted under professional scope of practice.
6. Monitors assigned consumers' health status and prescription-response data per Medical Practitioner orders.
7. Assists in supervising resident self-administration of medication as programmatically permitted.
8. Assists in procuring and maintaining adequate inventories of medical supplies.
9. Assists in training and providing consultation to staff members on nursing-related issues.

B. Vendor Interface

1. Serves as the primary professional point-of-contact with pharmacies.
2. Develops and oversees protocols related to FRBH interface with pharmacies.
3. Assists in training and providing consultation to staff members on pharmacy-related issues and protocols.
4. Oversees intake processing of medication sample donations from pharmaceutical corporations.
5. Manages pharmaceutical representatives' access to FRBH staff members.

C. Medical Supply Oversight

1. Oversees the identification, procurement, and inventorying of medical supplies needed to conduct medical services for all FRBH locations.
2. Establishes protocols for proper security of medical supplies.
3. Expedites all biohazardous supply procurement and destruction contracts.
4. Develops and oversees protocols related to the proper handling and preparation for destruction of biohazardous materials.
5. Trains staff members on biohazardous material protocols

D. Medical Practitioner Assistance

1. Screens consumer contacts to the Medical Practitioners and expedites any protocol-based inquiries/requests as assigned.
2. Takes Medical Practitioner orders and "calls-in" prescriptions/procedures as directed.
3. Obtains pre-authorizations and/or pre-certifications as directed by Medical Practitioners.
4. Takes and/or monitors consumer vital signs or other health measures, as necessary and specially requested, to prepare consumers for Medical Practitioner appointments.
5. Monitors lab requests and results as assigned.

E. Programmatic

1. Assists in planning program activities relevant to program assignment.
2. Assists in identifying and securing resources needed to conduct the program assignment.
3. Assists in maintaining an inventory of supplies necessary for the operation of the program assignment
4. Transports clients as needed.
5. Facilitates meal-time activities and/or assist in meal preparation, when appropriate to assignment.
6. Assists in the implementation of assigned program activities, including monitoring clients and their environment to assure the safety of staff and clients.
7. Provides appropriate encouragement, support, and interactions for clients in the assigned program.
8. Observes and communicates client behaviors and reactions to treatment interventions.
9. Assists in handling maladaptive behavioral interactions and outbursts in a manner that is constructive and ensures minimal disruption within the assigned program setting.
10. Conducts self-help, skills-building, and/or educational programming as directed and monitored by supervisors.

F. Administrative Accountability

1. Assists with documentation of services and activities provided according to corporate policies, procedures and guidelines.
2. Completes paperwork, time sheets, etc., in an accurate and timely manner.
3. Attends and participates in program and clinical staff meetings as assigned.

G. Miscellaneous

1. Meets productivity standards as assigned.
2. Assists in training and providing consultation to staff members on nursing-related issues.
3. Attends periodic meetings and/or trainings as assigned
4. Performs other duties or responsibilities as needed or assigned.

III. Minimum Qualifications

- A. **Must Possess Kentucky licensure as a Licensed Practical Nurse or higher nursing licensure.**
- B. **Experience working with challenging individuals preferred.**
- C. **Must be cognizant of his/her function as a role model, have knowledge of social roles, and be appropriate in manner and appearance.**
- D. **Must have basic typing and computer skills.**
- E. **Must have good problem solving skills, demonstrate good judgment, and have the ability to act appropriately and judiciously in a crisis situation.**
- F. **Must pass law enforcement and any other required background checks.**
- G. **Must have a valid driver's license and insurable driving record.**
- H. **Must meet any program-specific health status requirements (e.g. negative for TB).**

Confirmation

With my signature below I affirm that this job description was explained to me on the date indicated.

Candidate/Employee

Date of Explanation