



Position Description

Title: Nursing Services Manager		
FLSA Class: Exempt	EEO Category: Professional	WC Class: 8861
Job Title # 1000003	Salary Grade:	
Date Approved: March 23, 2017		
Revision Date:	Job Class: Residential	
Revision:	Certification: Licensed as an RN in the state of Missouri	

Purpose of Position

This position supervises the nursing department and is responsible for all matters pertaining to the immediate, routine, and emergency medical needs of the clients in the residential program. This position reports to the Director of Residential Treatment Services.

Major Duties (*Essential Element)

- Provides, or arranges for other professionals to provide, routine and emergency medical/psychiatric/dental treatment when such services are required, including inoculations, diagnostic procedures, and consultations.
- Assigns appropriate duties to the nursing personnel, supervises their performance, and prepares their annual evaluations.
- Participates in interviewing and training nurses and other staff for the department.
- Instructs and monitors staff and clients in regard to preventative medicine programs and procedures
- Instructs and monitors others in the proper use, storage, documentation , and dispensation of medication and equipment. Oversees certification procedures and processes for medication dispensation and certification
- Requisitions, stores, and keeps a record of all medical/psychiatric/dental medications, supplies, and equipment.
- Arranges transportation for clients to be taken to medical/psychiatric/dental facilities for treatment purposes and accompanies clients to these facilities.
- Monitors and evaluates various aspects of quality assurance.
- Serves in a liaison capacity with relevant community agencies and facilities that provide medical/psychiatric/dental services to Great Circle.
- Maintains various records of accountability within established time frames.

- Performs on-call medical duties on weekends and/or holidays whenever deemed necessary
- Performs all other duties as assigned for the betterment of Great Circle.

Working Conditions

Office and residential environment. Working environment generally favorable. Lighting and temperature adequate and there are no hazardous or unpleasant conditions caused by noise, dust etc.

Physical Demands

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. This person must be able to stand, walk, use hands to handle and feel as well as talk or hear constantly. The position requires frequent sitting, climbing, balancing, stooping, kneeling, crawling, tasting, smelling, as well as lifting up to 25 pounds. The position occasionally requires lifting up to 100 pounds. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Budget Responsibility

Yes

Supervisory Responsibility

Yes

Qualifications

- Demonstrated ability to read, write, speak, and understand the English language proficiently.
- Strong communication, interpersonal, and computer skills.
- Capable of engaging in strenuous physical activities in the stress challenge programs.
- Possess a current, valid Class E driver's license and meet the Great Circle requirements for insurance

Required Education and Experience

- Appropriate degree in Nursing with three (3) to five (5) years' experience, preferably in residential treatment or a mental health setting.
- Licensed and/or certified for professional practice as a registered nurse (RN) in the State of Missouri.
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Preferred Education and Experience

Working with children in a trauma informed setting

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee

Name: _____ Date: _____

Employee Signature: _____