

**Coalition for Hispanic Family Services  
JOB DESCRIPTION**

**Job Title:** Registered Nurse  
**Department:** Community Residence  
**Reports To:** Program Supervisor  
**Date Available:** Currently Available  
**Date Posting:** August 6, 2018  
**Deadline to Apply:** August 13 2018

**To apply:** Submit a resume and cover letter with qualifications to Abigail Feliciano, Program Director, at [AFeliciano@hispanicfamilyservicesny.org](mailto:AFeliciano@hispanicfamilyservicesny.org) by 5pm on August 13, 2018.

**Job Description:**

The Registered Nurse provides a range of consumer-centered services to ensure program youth attain access to health care and mental health services. Provide ongoing health care assessment of the youth's and family member's needs. Coordinate all medical and mental health care services for residents. Furthermore, develop ongoing partnerships with other agencies and identify community resources for youth and their families. The registered nurse is the liaison to other health care and mental health providers. Including working closely with community residence youths' treating psychiatrist. Oversee the general health care of the residents including annual clinical evaluation, basic first aid, arrange for appropriate medical or dental visits, and provide follow-up care as needed. Provide health education to youth and staff including but not limited to prevention, sex education, medication side effects, nutrition, management of chronic health problems such as asthma, diabetes. The registered nurse is expected to be on call 24 hours 7 days a week. Can be a part-time shared position.

**Job Responsibilities:**

- ❖ Maintain consumer/youth confidentiality.
- ❖ Participate in development of initial service plan and all periodic reviews as well as any changes involving medications or medical conditions requiring nursing interventions.
- ❖ Participate in all treatment case conferences, including psychiatric consultations and admission conferences.
- ❖ Participate in program staff, team meetings and training.
- ❖ Attend and participate in community meetings when required.
- ❖ Oversee the general health care of the residents including annual clinical evaluations (e.g. annual psychiatric, physicals, vision and dental, gynecological, immunization).
- ❖ Coordinate community residents' health care and mental health services.

- ❖ Communication with primary health care and mental health care providers in regards to information on youth's medication and general health.
- ❖ Identify and resolve primary and mental health care service delivery and access problems.
- ❖ Ensure that all residents health insurance is active.
- ❖ Ensure that residents' prescriptions are up to date.
- ❖ Monitor medication management.
- ❖ Perform monthly medication regimen review for each resident.
- ❖ Communicate with family/guardian about all medical conditions, appointments and/or support services.
- ❖ Engage family to accompany youth to medical appointments.
- ❖ Accompany family/staff and youth to medical appointments when necessary.
- ❖ Assess any injuries for first-aid or medical care follow up.
- ❖ Maintain record keeping of all medical records including the medical/health portion of youth chart.
- ❖ Review and submit weekly required documentation.
- ❖ Develop on-going partnerships with other agencies and identify community resources for youth and their families.
- ❖ Liaison to other health care providers, including pharmacies and mental health providers.
- ❖ Train and monitor staff on how to teach youth to self-administer medication.
- ❖ Conduct health related groups.
- ❖ Conduct individual health counseling sessions with youth.
- ❖ Provide crisis intervention as needed.
- ❖ Participate in Quality Assurance Procedures and Continued Quality Improvement meetings.
- ❖ Other duties and responsibilities as assigned by Program Director/Supervisor.

**Qualification:**

Should have an Associate's or a Bachelor's degree, a current New York State License, and experience and desire to work with children/adolescents with serious emotional difficulties. Effective oral and written skills are required. Computer and strong record keeping skills are essential. Must be able to work in a team approach milieu; have a great

interest in working with children with mental health challenges in an eight (8) bed co-ed residential setting of children ages 8-12.

**Salary:** Based on experience. Good benefits package, ample vacation and sick days.

**JOB LOCATION:** Brooklyn/Queens – 20 minutes from NYC

**NOTE:** This job description and specifications are not intended and should not be construed as an exclusive list of all responsibilities, skills or working conditions associated with the job. They are intended to be an accurate reflection of the principal requirements of the position. Any questions or concerns should be directed to the immediate supervisor.