**C O T T O N W O O D, I N C O R P O R A T E D**

# JOB DESCRIPTION

**Revised:** 05/2022

**DEPARTMENT:** Health Supports **JOB TITLE:** Wellness Registered Nurse

**(Revised) JOB SUMMARY:** The RN provides assessments of adults with intellectual disability receiving services through Cottonwood Inc. This position requires an average of 8 hours weekly availability with a negotiated schedule. This position combines clinical nursing functions with a community centered practice approach in a non-medical model of care.

**QUALIFICATIONS:** Degree from an accredited School of Nursing. Must have current State of Kansas Licensed Registered Nurse credentials with intent to retain license and obtain required continuing education. Must have an ability to work with patient/consumers, medical practitioners, families, personnel, and other community agencies. Basic operational computer literacy is required. Must have an understanding and willingness to work in a non-medical model setting with persons with cognitive and physical disabilities and their lay staff. Must have reliable personal transportation, a valid driver’s license, and a driving record acceptable to Cottonwood’s insurance carrier. Must be physically able to evacuate individuals in the event of an emergency and be able to intervene in the event of a physical conflict.

**SUPERVISION RECEIVED:** Health Supports Nurse Manager

**SUPERVISION GIVEN:** None

**THIS POSITION IS:** Non-Exempt

**JOB RESPONSIBILITIES:**

**Wellness Monitoring**

1. Perform Wellness Monitoringassessment for designated consumers in a timely manner and complete accurate documentation so the service can be billed to insurance by Cottonwood Inc.

**Patient/Consumer Care**

1. Provide nursing care and perform other clinic tasks to benefit Cottonwood consumers under the direction of the Health Supports Nurse Manager or nursing staff. These tasks may consist of weekly ongoing routine tasks or may be assigned as priority for the day so that the full time nursing staff can pursue projects and other duties.

**Medication Administration**

1. Administered medications to consumers as ordered by completing noon med pass at Day Services as needed by nursing team.

**Recordkeeping/Documentation**

1. Document all tasks and correspondence as instructed and ensure that paper and computer records are accurate, retrievable, legible, and billable.

**Safety**

1. Perform immediate consumer intervention/evacuation in the event of an emergency.

**Consumer/Customer Focus**

1. Protect and promote the rights, dignity, opportunities for choice, health and safety of persons served. Demonstrate caring relationships with each individual you work with using lavish praise and positive reinforcement.

**Mandated Reporter**

1. Demonstrate zero tolerance for abusive, neglectful, and/or exploitative acts towards individuals served. Report any suspected incidents according to Cottonwood policies and procedures.

**Five and Fifty Rule**

1. Respond positively and professionally to individuals served, co-workers, supervisor, agency staff, parents, guardians, and community representatives. Present positive, fair, and accurate image of the agency to the public. Support Cottonwood’s mission. Demonstrate the ***five and fifty rule***—greeting everyone when they are within five feet and smiling when they are within fifty feet.

**Work Management and Dependability**

1. Work within prescribed schedule as approved by supervisor and complete responsibilities in a timely and efficient manner. Assure that absences do not adversely affect the timely completion of responsibilities or unduly burden co­-workers.

**Teamwork**

1. Collaborate and problem-solve with others in a professional manner to ensure quality

care. Promote team participation, negotiation and follow through with assigned responsibilities.

**Communication**

1. Communicate effectively, positively and professionally both in verbal and written form.

Actively listen to understand fully the communicator’s message or needs.

**Problem-solve/Decision making**

1. Use observation, listening, questioning, and critical thinking skills to promote positive

resolutions of Consumer issues. Use good judgement. Seek advice when appropriate.

**Privacy/Confidentiality**

1. Respect the consumer’s right to privacy and confidentiality of information at all times,

even when off duty. Maintain strict confidentiality and HIPAA compliance regarding a consumer, his/her condition, care, services, and corresponding documents. Share information about Consumers, their condition, and care on a need-to-know basis. Do not discuss consumer issues with other consumers, the public, or with co-workers in a public setting.

**Training/Continuous Improvement**

1. Actively engage in quality improvement. Assure compliance with Cottonwood’s policies

and procedures and regulatory agencies. Maintain current training, certification, and/or licensure as required for the position by Cottonwood and regulatory agencies.

* 1. Fulfill in-service requirements.
  2. Perform self-study as needed to maintain professional skills and knowledge.
  3. Maintain Healthcare Provider Basic Life Support (BLS).
  4. Maintain Nursing License.

**Other Duties**

15. Perform other duties as assigned by Health Supports Nurse Manager or Administrator of

Services.

Employee: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Health Supports Nurse Manager: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Administrator of Services: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**This Job Description does not provide the basis for an employment contract. It is intended solely to outline the qualifications and responsibilities associated with this position. These qualifications and responsibilities may be changed at any time to support and enhance the Agency's successful achievement of its mission.**

**\*Essential Functions**