

**Position: Nurse Medical Coordinator**

**Current Employee:**

Salary Range: Negotiable

Reports to: Facility Coordinator; LCCA

Supervises: Direct Care Worker; House Parent or Volunteers; others as assigned

Classification: Part-time

**Minimum Qualifications:**

Registered Nurse with a valid state license. Must be familiar with state licensing standards and policies on medication administration, first aid, emergency procedures, infection control, physical assessment, childhood diseases and principles of wound management. Be familiar with TB screening and all aspects of medical administration, medication storage, documentation and follow-up. Demonstrate ability to provide warmth, love, durability and discipline. Experience with children from abusive and tragic backgrounds a plus but not required. Submit and pass a criminal background check. Available to respond to emergencies, answer questions and address medical issues.

**Knowledge, Skills and Abilities:**

Ability to identify common ailments experienced by adolescents. Perform basic physical exam and assessment of common skin conditions. Skilled in crisis management, establishing discipline, mentorship and consistency. Ability to communicate effectively and interface with medical personnel as indicated. Keep Child Care Administrator and/or Interdisciplinary Team apprised of any reportable conditions. Awareness of adolescent stages of development, needs and challenges a plus. Knowledge of problem-solving and limit setting a plus but not required.

**Education and Training:** Basic Life Support (CPR) with knowledge in First Aid Training, Behavior Intervention training, and familiarization with psychotropic medications, medication administration, side effects and signs of adverse reactions.

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**Basic Function:**

Coordinate nursing and medical care indicated for health prevention and maintenance. Delegate nursing tasks that can be performed safely without compromising the child's welfare. Provide instructions for the safe execution of the assigned task to caregiver. Participates in Interdisciplinary Team providing input relevant to special resident needs or trends in care noted. Orients nursing volunteers ensuring credentials meets minimal standards for practice. Documents appropriate care ensuring forms, documents and care is exact. Provide oversight and care for child to include daily routine and recreational activities, special events, work projects, school work and spiritual activities to include off-campus outings and appointments that will be coordinated with on-duty program coordinator. Keeps supervisors abreast of any unusual or reportable activities.

**Responsibilities/Job Summary:**

- \* Demonstrate competency, prudent judgment, self-control in presence of children and when performing assigned tasks.
- 1. Attend scheduled staff meetings, interdisciplinary team meetings and executive meetings as indicated and available.
- 2. Provide physical assessments and complete documentation in a timely manner.
- 3. Ensure timelines are met related to timeliness of exams and specialty visits related to health status.
- 4. Supervise LVN and RN staff if applicable and oversight of any incident or injury warranting care when on duty.
- 5. Supplement staffing if indicated.
- 6. Ensure reporting of any special incidents per policies and procedures and communicate regularly with the CPA or Case Manager.
- 7. Mentor staff, provide in-service training activities and assist with special projects.
- 8. Ensure confidentiality kept intact regarding Ranch residents and staff.
- 9. Perform other duties as assigned and within scope of practice.

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Signature (Employee)

Date

**APPROVED/DISAPPROVED**

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**GOVERNING BODY, Chair/Designee**

**Approval Date:**

**Effective Policy Date**