



Community Homeless Solutions Job Description – Respite Registered Nurse Contract Position

OVERVIEW

The mission of Community Homeless Solutions is “Helping people transition to a better tomorrow.”

Community Homeless Solutions is a regional provider of comprehensive services to the homeless in Monterey and San Benito County, California

Under the direction of the Respite Care Manager, the Respite Registered Nurse (RRN) will work with participants and monitor caseloads assigned; utilize day to day working relationship with outside agencies and resources relevant to participant population; carry out tasks related to the care of clients.

| | |
|----------------------------|--|
| Job Title: | Respite Registered Nurse |
| This position reports to: | Respite Care Manager |
| Employment Classification: | Contractor |
| Work Hours: | Part-Time, 21-24 hours per week, Sunday-Saturday, flexible scheduling and weekends |

ESSENTIAL FUNCTIONS

RRN will provide hands-on medical services including the following activities:

- Accurately monitor participant medication upon arrival and through weekly encounters.
- Sign off on creation of Health Action Plan for Individuals (HAPI).
- Accomplishes clients' care by assessing treatment needs; developing, monitoring, and evaluating treatment plans and progress; facilitating interdisciplinary approaches.
- Participate in Care Coordination Meetings as specified with hospital and CCAH partners, normally through case management meetings once a week.
- Prepare participant discharge by monitoring reassessment to determine readiness for program discharge and provide patient education to help participants with their own care
- Updates job knowledge by participating in educational opportunities; reading professional publications; maintaining personal networks; participating in professional organizations.
- Collaborates with physicians, respite care staff and multidisciplinary team members.
- Identifies patient care requirements by establishing personal rapport.
- Assures quality of care by adhering to therapeutic standards, measuring health outcomes against patient care goals and hospital or regulatory standards.
- Protects patients and employees by adhering to infection-control policies and protocols; medication administration and storage procedures; and controlled substance regulations.
- Documents patient care services by charting in patient and department records in a timely and ongoing manner.
- Maintains patient confidence and protects operations by keeping information confidential.
- Contributes to team effort by accomplishing related results as needed.
- The role of the (RRN) is to monitor and evaluate participant care.
- Other duties as assigned.



MINIMUM QUALIFICATIONS:

- An AA or BS in Nursing.
- Licensed by the California State Board of Nursing
- Demonstrated working knowledge of supportive services and other resources in the County of Monterey and adjacent counties.
- Demonstrated ability to advocate, organize, problem-solve, and provide results for the clients they serve.
- Knowledge of Microsoft Office or another similar program.

EXPERIENCE, QUALIFICATIONS & COMPETENCIES:

- Bilingual/Bicultural (Spanish) preferred
- Demonstrated dedication to work effectively with homeless, underserved, at-risk, or vulnerable populations
- Knowledge of services available in Monterey County
- Team player with leadership skills, abilities, and desire to interact with people at all levels.
- Organized, attention to detail, results oriented
- Ability to calmly respond to crises/emergency situations.
- Good communication skills.
- Ability to pass criminal background check
- Able to meet Community Homeless Solutions Working Conditions (see reverse)
- Must possess a valid California driver's license.
- Must be prompt and dependable.

WORKING CONDITIONS:

Working conditions described here are representative of those that must be met by a CHS employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions. Variations in conditions may occur under certain circumstances.

ENVIRONMENT:

- Approx. 100% of the time performing job duties is spent indoors, within a standard office environment.
- Approximately 60% of the time is spent on the computer.
- Employee works near office equipment and may occasionally be exposed to the risk of electric shock.
- Noise level in the work environment is usually moderate.
- The temperature of the work environment is moderate and ranges from 65 ~ 80 degrees.



PHYSICAL DEMANDS:

- Seldom (1~5%): smell, drive, and reach above shoulders
- Occasionally (6-33%): bend, twist, push, pull, climb, squat, crawl, kneel, and drive
- Frequently (34-66%): sit, reach with hands and arms; climb or balance; grasp with hands and fingers; and lift to 40 lbs.
- Continuously (67-100%): stand and walk; use hands to finger, handle or feel objects, tools, or controls; see (including close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus), hear and speak; key (i.e., computer, calculator, telephone); and lift (up to 10 lbs.).

MACHINES, TOOL AND EQUIPMENT:

- Seldom (1~5%): automobile
- Occasionally (6-33%): copier, fax, and 10-key calculator
- Frequently (34-66%): computer
- Continuously (67-100%): writing instruments and telephone

TRAVEL:

- This job may require minimal travel within close proximity to the regular assigned work location.
- Valid driver's license, proof of insurance, clean driving record, and ability to be insured by the agency's insurance carrier. Reliable transportation required.