

## **ADULT DAY PROGRAM NURSE**

### **JOB DESCRIPTION**

**TITLE:** Adult Day Program Nurse

### **SUMMARY:**

The Program Nurse works under the supervision of the Adult Day Program Coordinator to develop and maintain a successful program and continually assess and meet the needs of the participants in the program and their caregivers. The goals of the program are to:

- Provide a safe, enjoyable experience for the participants.
- Focus activities to emphasize the remaining abilities and strengths of participants, while accommodating their limitations.
- Provide opportunities for social interactions that enhance each participant's sense of belonging, self-worth, and dignity.
- Support family caregivers through providing an alternative care setting, opportunities for respite, educational materials, an atmosphere of acceptance, and referrals to other resources.

### **WORK SCHEDULE:**

The position of Program Nurse is a full-time, hourly position.

### **RESPONSIBILITIES:**

- Manage locked storage and proper labeling of medications brought to adult day program for administration during program hours, assuring that accepted standards are met and procedures followed to ensure the well-being of clients and to meet the requirements of the Illinois Administrative Code covering adult day service providers for the Illinois Department on Aging Community Care Program.
- Assure that medications are administered and documented appropriately and according to established procedures and requirements.
- Respond to any medical emergencies that may occur and document according to established procedures.
- Document all medically related activities appropriately.
- Work with family caregivers to communicate effectively with other medical professionals.
- Working with Program Coordinator, family caregivers, and other program staff, develop plan of care for each participant.
- Update participant files in regard to changes in status, address, phone number, transportation, dietary, medicine, and need for assistance
- Assure that each participant's plan of care is reviewed and updated at least semi-annually or more often as needed due to hospitalization or other change in health status, behaviors, or living situation.
- Maintain health history, progress notes, medication sheets, and individual participant plans of care.

- Monitor medical status of participants in attendance and advise Program Coordinator and family caregivers (or other responsible parties) of changes and concerns.
- Assess medical, cognitive, and functional status of participants on admission, following hospitalization, and periodically thereafter. Advise and educate program staff of special care needed.
- Provide appropriate health screening programs for participants (e.g., blood pressure, weight) and advise participants, family caregivers, and program staff of significant changes in indicators.
- Maintain adequate inventory of health-related supplies and equipment
- Assist Program Coordinator in supervising staff program assistants and volunteers.
- Provide appropriate in-service to adult day service and home care staff as requested by the Program Director.
- Perform any additional health-related activities which may be requested or required, within the scope of St. John's policies and procedures..
- Bring all health-related concerns outside the scope of established procedures to the attention of the Program Coordinator or, in her absence, the Program Director
- Support the Program Director and other staff in promoting the program, supporting and educating family caregivers, assisting Home Services to evaluate medical issues, and fulfilling the mission of St. John's Community Care.
- Serve as a resource for St. John Evangelical United Church of Christ.
- Complete other duties as assigned by supervisor.
- Report elder abuse/neglect of seniors or persons with disabilities, aged 18-59, to Illinois Department on Aging Hotline (800-252-8966) or local office (236-5863), as mandated by state law.
- Contribute to the positive culture of our organization through teamwork, relationships with colleagues inside and outside the organization, and commitment to our mission.

## **QUALIFICATIONS**

- Bachelor of Science in Nursing, or Registered Nurse, or LPN under RN supervision
- Licensed and in good standing in Illinois
- Nursing liability insurance
- Minimum of one year experience in a health care setting, preferably in geriatric setting, adults with chronic impairments, dementia, community health setting, and/or parish nurse
- Demonstrated ability to deal professionally, patiently, compassionately, and non-judgmentally with participants, staff, and family members
- Basic computer skills (Word)
- Valid driver's license and auto liability insurance coverage of at least \$50,000/\$100,000
- Sincere commitment to meeting the goals of the program

## **REQUIREMENTS**

The Program Nurse must:

- Complete an application, including authorization to check references, to conduct criminal record checks, and to obtain a driving record abstract

- Present proof of current licensure to practice nursing in Illinois and maintain that licensure
- Maintain nursing malpractice/liability insurance
- Treat all participants, family members, co-workers, and volunteers with dignity and acceptance
- Respect the confidentiality of all program participants and their families at all times
- Address concerns relating to program and participants (participant behaviors, family stress, success/failure in activities, inappropriate staff behavior, etc.) in a professional and compassionate manner
- Assist program aides as needed
- Attend staff meetings and trainings
- Marketing the program
- Pursue continuing education on caring for cognitively impaired and disabled individuals through the Alzheimer's Association, networking, professional conferences, as required by the Illinois Association of Nurses
- Present a professional appearance, including abiding by St. John's appearance standards
- Abide by all policies and procedures of St. John's Community Care, including attendance with less than 4% absence rate
- Contribute to the positive culture of our organization through teamwork, relationships with colleagues inside and outside the organization, and commitment to our mission.

*St. John's Community Care is an equal opportunity employer.*