

**DEPARTMENT: Residential Services Date: February 2024**

**JOB TITLE: RN Nurse – Part Time** **Band:** **5**

 **STATUS: Non-Exempt**

1. **QUALIFICATIONS**
2. **Education/Qualifications/Requirements**
3. Current and valid RN license
4. Completed or eligible to take OASAS oversight of Patient Self Administration of Medication Part I and Part II.
5. A minimum of 1 year experience working with the mental health and or substance use disorder population.
6. **Experience**
7. Experience in program and staff planning and development.
8. Demonstrated ability to supervise and train others.
9. **SKILLS**
10. Demonstrates ability to establish and maintain a professional manner, relationships with clientele and personnel within and outside the Agency, and to work closely with direct care staff.
11. Ability to communicate orally and in written form in an organized and concise manner.
12. New York State Driver’s License to be used commensurate with program needs.
13. Must demonstrate those general skills and personality traits deemed necessary to successfully meet the demands of the position.
14. **RESPONSIBLE TO**
15. Assistant Program Officer
16. **Major Functions/Essential Responsibilities**
17. Training of staff for the administration of medication and oversight in OMH/OASAS programs.
18. Provide educational counseling to residents on prevention and treatment of transmissible infecting HIV, viral hepatitis, TB.
19. Reviewing of all medical records.
20. Correspond with medical providers as needed.
21. Participate in treatment planning.
22. Participate in Agency incident review committee.
23. Provide staff training annually on transmissible infections, such as TB, HIV, hepatitis, and infection control procedures.
24. Education provided medications for addiction treatment.
25. OASAS – Act as Health Coordinator to ensure provision of education for risk reduction, counseling, and referral services to all residents re: HIV, TB, Viral hepatitis sexually transmitted infections and other transmissible infections.
26. Adhere to mandatory reporting requirements and HIPPA laws.
27. Ensure compliance with all pertinent government and agency regulations and operating standards.
28. Establish a work environment that creates positive communication between supervisors and employees and assimilates new employees to the Agency’s culture and mission.
29. **Catholic Charities Agency and Community**
30. Attending all internal staff meetings and program related meetings, as necessary.
31. Participate in in-service training sessions, workshops, conferences and/or continuing education programs within Catholic Charites or the larger community, as necessary.
32. Participate in other duties, programs and activities within the Department as directed.