**Miami Cerebral Palsy Residential Services, Inc.**



***Intermediate Care Facility for the Developmentally Disabled***

***A Private, Not for Profit Agency Established in 1984***

**2200 107th Avenue • Miami, Florida 33172 • (305) 599-0899 • Fax: (305) 599-2721**

**mcprs.org**

Marta E. Morin Migdalia Santiago

Executive Director Associate Director

**JOB DESCRIPTION**

**POSITION:** Registered Nurse

**REPORTS TO:** Health Care Coordinator and/or Assistant Director of Nursing

**POSITIONS SUPERVISED:** None

**JOB SUMMARY:** The primary purpose of this job is to

* To provide direct care to the individuals served by Miami Cerebral Palsy Residential Services, Inc.
* To ensure safety in the homes of the individuals and in the community.
* To assist with care of the facilities and daily needs of the individuals served, that involve intimate personal care, lifting, transferring and feeding clients multiple times throughout the work scheduled.
* To adhere to the Code of Ethics by supporting and promoting the physical and emotional well-being of the individuals. Show integrity and responsibility, maintain confidentiality, and promote justice, fairness and equity. Be respectful, assist in developing and maintaining relationships. Assist the individuals in achieving self determination and being an advocate for the individuals served.

**MINIMUM QUALIFICATIONS:**

* Must be at least 18 years of age.
* Demonstrated integrity and honesty.
* Demonstrated commitment to provide services to the developmentally disabled population.
* Demonstrated empathy, communication skills and emotional fitness to interact with the developmentally disabled population.
* Required to pass a criminal/background check.
* Must be able to provide verifiable employer references.
* Must be able to meet mandated training requirements.
* Must be free of communicable diseases.
* Pass Road Map Orientation.

**DESIRED QUALIFICATIONS:**.

* Graduation from a state accredited school of professional nursing. Must be licensed to practice as a Registered Nurse by the Florida Board of Nursing,
* **Certificates, Licenses or Registrations.**
* Active and current nursing license.
* Nursing and leadership skills
* Current CPR Certification.
* Personable manner and good communication skills interacting with staff on all levels.

**ESSENTIAL JOB FUNCTIONS:**

Nurses have many demands in the work place and need to be physically able to perform a variety of tasks. **The following list contains the physical requirements for many but not all of the tasks nurses would be expected to perform at Miami Cerebral Palsy and includes cognitive, psychomotor and affective skills. The Human Resources Department may work with nurses with disabilities who meet all other requirements for hire to determine any reasonable accommodations to meet these essential functions:**

**Cognitive:**

* Minimal score on new hire exam, if one is given.
* Ability to read and write in English.
* Analytical thinking abilities to perform deductive and inductive reasoning for nursing decisions, for example, priority setting, long and short term memory for data collection or ability to evaluate outcomes.
* Considerable knowledge and skill in the application of theory , practices, principles and techniques of the nursing profession; ability to understand , interpret and relate oral and written instructions; ability to explain medical instructions to clients and their families; knowledge of the area of work and medications; ability to gain the confidence of individual’s and to work effectively with them.

**Psychomotor:**

* Lifting a minimum of 50lbs, transferring, repositioning, bending, squatting, and kneeling which is required for working with the physically challenged and non-ambulatory.
* Must be able to perform a two-person lift of an individual.
* Must be able to stand/walk for eight (8) hours at a time.
* Full vision or correctable adequate vision.
* Functional gross and fine motor skills.
* Functional dexterity needed in all aspects of body movements.
* Frequent walking, bending, and stooping.
* Hearing abilities sufficient to physically monitor and assess client needs, such as use of a stethoscope to distinguish heart and breathe sounds.

**Affective:**

* Emotional stability sufficient to assume responsibility and accountability for actions for example handle strong emotions of others while controlling personal response or adapt to changing environments.
* Interpersonal skills sufficient to interact with individuals and groups respecting social, cultural and spiritual diversity.
* The desire to work with individuals the developmentally disabled population served.
* Work within the established professional guidelines and treatment plans developed for the individuals served.
* Training requirements include awareness of the cultural diversity of individuals served

Reasonable accommodations may be made to perform the essential functions.

**JOB DUTIES AND RESPONSIBILITIES:**

* Provide medical support to individuals by assuring the following: relationships, community involvement and integration, power and choice, health and safety, status, and competence. Implement Code of Ethics to assist individuals in achieving their personal goals and meet their needs and mission statement.
* Provide in establishing routines that meet all individuals’ needs and desires and to ensure compliance with licensing regulations, agency policies and practices and protection of individual rights.
* Provide safe, reliable and high quality services and supports in accordance with the Care Plan for individuals.
* Provide necessary tasks for comfort and safety of individuals.
* Refusing to provide services and supports when the request services could harm an individual or violate their rights.
* If you witness a medical emergency, abuse or neglect your are required to immediately attend to the needs of the individual, notify your supervisor and call abuse.
* Act and communicate in an appropriate professional manner at all times.
* Treat the individuals, family members, co-workers and supervisors with dignity and respect.
* Provide services in a manner that respects the dignity, privacy, property, religion and culture of each individual.
* Provides nursing care according to the physician’s orders, in compliance with recognized nursing standards and State and Federal Regulations.
* Uses the nursing process to make continuing assessments of the individuals total health needs.
* Implements nursing interventions based on assessment data.
* Documents timely, outcome based information
* Implements the nursing plan of care.
* Gives direct nursing care commensurate with education, training, or experience.
* Facilitates teaching experiences for staff and individuals.
* Completes all ICF-MR paperwork as assigned
* Acts as liaison between team and medical staff, nursing, etc.
* Does rounds throughout the facility on assigned shifts
* Acts as a resource professional for all nursing staff as well as the IDT
* Conforms with and provides nursing care according to the physician orders, in compliance with recognized nursing standards and State/Federal regulations
* Be on time for all scheduled shifts. Unapproved absences will not be tolerated.
* Prepares and administers medications and provides training and support to individuals who can or have ability to self-administer medications.
* Makes rounds to record the health condition of all individuals.
* Addresses health care concerns and is cognizant of any changes in individuals physical condition and reports same to the MSC/designee
* Charts all medications, treatments, dietary information, activities of daily living and other significant nursing observations of individual’s condition and responses.
* Conducts 30 minute shift overlap to discuss status of individual’s medical condition, identifies special nursing care needs and adjusts assignment as necessary to meet these needs. Controlled drugs are counted, emergency equipment such as oxygen and CPR bag are in place as well as updated management beeper contact list plan emergency roster.
* During medical emergencies determines action necessary and initiates (911) EMS procedures when applicable.
* Ensures that all policies and procedures regarding medical/nursing, medication administration, infection control, etc are followed.
* Demonstrates the skills and techniques necessary to administer interventions to manage the inappropriate behavior of individuals served. Correctly and consistently implements behavior plans of individuals when working with them
* Assures that all medical problems are communicated to the MSC, physician and facility administrator as applicable.
* Adhere to all local traffics while on duty.
* Smoking is prohibited.
* Do not make or receive personal calls while on duty. Emergency calls related to personal or family crisis are an exception.
* Do not accept gifts from any individual or family member.
* Do not receive personal visitors while on duty.
* Attend meetings and/or trainings as requested.
* All other duties assigned by the Health Care Coordinator.
* Ensure all required documentation is complete, accurate and legible.
* Receives training in own discipline to ensure adequate delivery of services and to be aware of developments in the nursing field to include participation in continuing education programs, in-services, lectures, etc as applicable.
* Maintains and expands skills and knowledge relevant to providing high quality supports and services.
* Attend as needed medical, health, and dental appointments to ensure health and safety.
* Work assigned schedule and arrive to work on time.
* Assist with maintaining a clean, safe, and orderly environment by following safety and infection control procedures.
* Maintains and expands skills and knowledge relevant to providing high quality support and services.
* Maintains open communication and cooperative work effort with other staff to assure quality and continuity of support to people served.
* Reports and/or documents unusual events.

**WORKING CONDITIONS:**

* All job duties will be performed at the Intermediate Care Facilities, Group Home and the Life Long Learning Program.

This position may be required and exposed to the following:

* To work flexible schedules.
* To work holidays.
* Exposed to blood borne pathogens.
* Exposed to profanity and offensive/violent behavior and loud noises by the individuals served.
* Required to assist with very personal and intimate care and be exposed to bowel movement and bodily fluids and odors.

**RELATIONSHIPS WITH STAFF/PARENTS.GUARDIANS/COMMUNITY:**

* Demonstrates appropriate professional behavior in dealing with individuals, parents, staff and visitors.
* Keeps open communication with IDT members
* Maintain a positive and professional appearance and attitude while engaged at work and throughout community.
* Communicates appropriately with families, guardians and friends.
* Is mindful when discussing sensitive issues with families and guardians.
* Respects and maintains confidentiality.

**All employees must comply with Miami Cerebral Palsy Residential Services, Inc. Drug Free Workplace Policy**.

