



## **River House Adult Day Center Job Description**

### **Program Nurse**

**Function:**

Assess, monitor and coordinate the health of the clients

**Reports to:** Health Manager

**Responsible for:**

**Health Program:**

Provide health and nutrition education to clients  
Obtain history, physical exam report and orders from client's private physician on admission and every six months and as needed  
Administer clients' medications and provide treatments  
Supervise diets as prescribed and monitor nutritional status  
Develop an individual multi-disciplinary care plan for each client within 30 days of admission  
Maintain records on clients  
Monitor client vital signs and weight  
Assign daily rehabilitation programs and assure they are carried out as specified in the individual plan of care  
Administer emergency care and refer clients for appropriate follow up  
Coordinate personal care services as specified in the individual plan of care  
Complete and record Mini-Mentals, Levels of Care and monthly progress notes

**Family & Caregiver Support:**

Work with families of clients on health matters as appropriate

**Community:**

Maintain a positive relationship between River House and community health agencies senior agencies, long term care facilities and health professionals

**Personnel:**

Supervise staff in health-related functions  
Prepare assignments and supervise health staff  
Provide input for the evaluation of direct reports after three months of employment and on an annual basis  
Provide in-service for staff at least monthly

**Other:**

Maintain a high level of "customer care" for all clients and families  
Maintain a therapeutic, safe, orderly and secure environment at all times

Maintain safety surveillance at all times  
Attend staff meetings as required  
Participate in staff education and training programs, as required, including CACFP  
Ensure completion of monthly fire drills, fire extinguisher inspections and annual fire marshal inspections and record in log  
Monitor housekeeping and maintenance for the facility  
Projects and other duties, as assigned

**Performance Standards:**

Actively support the philosophy, goals and objectives of River House  
Demonstrate respect for and commitment to the needs of the clients and their caregivers  
Demonstrate the ability to work productively as part of the therapeutic team  
Respect the confidentiality of clients, caregivers and the River House program

**Qualifications:**

Degree in nursing, R.N. with two years experience in gerontology or community nursing  
Licensed in the State of Connecticut  
Show compassion and sensitivity when working with the clients  
Understand and appreciate the needs of the clients and caregivers  
Willingness to accept responsibility  
Ability to communicate effectively with program staff, clients, and caregivers  
Show organizational and leadership skills  
Ability to organize and keep accurate records

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Employee Signature

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Date