



The mission of the Seattle Chinatown International District Preservation and Development Authority (SCIDpda) is to preserve, promote and develop the Seattle Chinatown International District as a vibrant community and unique ethnic neighborhood through its programs and services. More information is available at [www.SCIDpda.org](http://www.SCIDpda.org).

### **On-call Nurse**

**General Nature & Scope:** Provides skilled Health Service and Health Assessments for clients and residents. Management of the program's Medication Services is a primary focus. Incumbent is involved with identifying medical and functional eligibility for the move-in and discharge criteria of all residents and clients in the Assisted Living and Adult Day Services programs. Provides skilled nursing and general health monitoring for Adult Day Services and participates in Adult Day Service program to help ensure required staff to client ratio is met at all times. Provide RN Delegation as needed.

### **Essential Duties:**

1. Performs client assessment, skilled nursing treatment, intervention and necessary medication administration for Assisted Living residents and Adult Day Services clients; documents these activities
2. Meets all clients/residents prior to move-in or acceptance in Day Services Program to identify self-medication management skills, medical stability/complexity and congruity of care needs with medical diagnosis
3. Provides information to the team, physicians, clients, caregivers, State Case Managers, and community service providers about client treatment and health related issues
4. Works with other staff to identify and monitor changes of resident/client condition and works with clients and residents, caregivers and others on the team to evaluate and adjust services as required
5. Participates in the set-up of client/resident medical appointments, as appropriate
6. Informs necessary parties about client/resident health changes and ensures documentation of changes of health status
7. Provides oversight and quality control of medication assistance program through training of staff
8. Manages purchasing of health related items and inventory control within budgetary guidelines
9. Shares in the responsibility for providing and maintaining an environment that is conducive to the safety and physical wellbeing of residents/clients and personnel
10. Performs other duties as assigned by Wellness Manager
11. Ensures medication changes are processed and documented correctly
12. Attends mandatory staff in-service trainings and meetings
13. Ensures RN Delegation policy and procedures are adhered to when providing RN Delegation to resident assistants

**Qualifications:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Licenses or Certificates:** Current license in Washington as an R.N.

### **Knowledge, Skills, and Abilities:**

- Punctuality and Excellent Attendance
- Working knowledge/experience in geriatrics
- Good written and interpersonal communication skills
- Basic computer skills
- Ability to provide services in a multi-cultural setting
- Ability to think, act, and intervene independently in both routine and emergency situations

- Bilingual ability in an Asian language desirable, but not essential
- Essential ability to multi-task
- Excellent customer service skills
- Contributes to team effort and organizational goals through respectful communication, great customer service and stays involved in organizational changes and improvements
- Meets all agency and state training requirements and enhances own professional knowledge by attending workshops, reading professional material and participating in professional networks
- Adheres to agency organizational values, standards policies and procedures

**Education & Experience:** Any combination of experience and training that would likely provide the required knowledge; skills and abilities will be considered.

- Two to five years' experience in related positions of increasing responsibility, including staff training/skills in client assessment and health education
- Working experience/ knowledge in geriatrics
- Experience working with clients and staff of diverse backgrounds and with limited English

**Physical Demands/ Working Conditions:** Ability to perform the following essential physical requirements:

Constant: Hearing, Seeing

Frequent: Standing/walking/mobility: Must be able to reach overhead and perform repetitive movements. On feet over a moderate period of time. Fingering/grasping/feeling: Must have finger dexterity capable to open pill containers, so buttons and zippers.

Occasional: Climbing/stooping/kneeling: Must be able to bend to floor and crawl under equipment.

Lifting/pulling/pushing: Must be able to transfer up to 50 lbs.

**Work Environment:** This position works essentially indoors in an ambient temperature. Position is exposed to body fluids, infections and odors.

This position description generally describes the principle functions of the position, the level of knowledge and skills typically required and the general scope of responsibility. It is not intended as a complete list of specific duties and responsibilities and should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned including work in other functional areas to cover absences or relieve other employees, to equalize peak work periods or otherwise to balance the workload as needed.