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**Congregation of Holy Cross, United States Province, Inc.**

 **Job Description**

**Job Title:** Nurse(RN)

**Department:** Holy Cross House

**Reports To:** Clinical Care Coordinator

**FLSA Status:** Non-Exempt

**Category:** Full-Time, Part-Time, Casual

**Schedule:** 1st, 2nd, 3rd Shifts

**Last Revision:** September 14, 2016

**Reviewed:** January 2018

**Summary**

The general purpose of this position is to provide medical, nutritional, emotional, and/or spiritual care to the residents of the Holy Cross House. This position interacts with the residents in a loving and caring manner to ease the turmoil of retirement, loss of privacy and independence. This position works in conjunction with the Director of Nursing (DON) in instructing/supervising on-duty Nursing Assistants as they administer care to residents. Holy Cross House is a religious community offering medical care to members of Congregation of Holy Cross. Holy Cross House is a non- licensed operation, providing assisted living and skilled care without the support of governmental aid.

**Essential Duties and Responsibilities**

(Includes but not limited to the following. Other duties may be assigned.)

* Provide nursing care, administer tests and treatments to residents as directed, all within the scope and authority of current state of IN nursing license
* Facilitate communication between physicians, outside care givers, residents and nursing staff
* Assist physicians when necessary and notify attending physicians when resident condition warrants
* Maintain timely and accurate records regarding patient schedules, medications, conditions, test results, or resolutions
* Make rounds during shift, respond to call lights, and monitor residents
* Transcribe and facilitate medications from pharmacy
* Administer all medications necessary for residents as prescribed
* Ensure shift report is communicated to all staff
* Ensure adequate staffing for shift in communication with DON and/or Director of Resident Services
* Monitor and ensure that standards regulating safety and sanitation are closely adhered to by self and all other staff
* Assume responsibility for filling in for other staff when occasions of tardiness, early quits or other unforeseen circumstances arise; assist Nursing Assistants with their job duties
* Ensure proper usage of medical equipment and supplies
* Report all personnel matters directly to the DON and/or Director of Resident Services promptly according to Holy Cross House and Province policy and procedure
* Attend Holy Cross House-specific and Province-wide training and education sessions as required
* Ensure that all Holy Cross House and Province policy are adhered to and distribute Province communications as directed by the DON or Director of Resident Services
* Maintain an environment friendly to encouraging/listening to employee suggestions and concerns, elevating issues to the DON, Director of Resident Services or Human Resources when appropriate
* Strive to maintain positive employee morale and motivation to help ensure a workplace atmosphere within the department that is free from harassment, discrimination, and any other forms of inappropriate behavior
* Perform all other duties as directed by the DON or Director of Resident Services

**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.

**Education and/or Experience**

Registered Nurse (RN) positions require a Bachelor’s Degree or Diploma from a certified nursing program and one (1) to (3) years of relevant experience. Experience with geriatric populations and psychosocial behavioral issues is strongly preferred.

**Computer/Office Equipment Skills**

To perform this job successfully, an individual may be required to demonstrate proficiency in MS Word, Excel, Google Applications, computerized medical records software, patient call light systems and internet search systems. Must be able to use standard office equipment such as copiers, fax machines, telephones and voicemail systems. Must be proficient in the use of EKG machines, bladder scan machines, mechanical lifts, Automated External Defibrillators (AED’s) and other similar medical diagnostic equipment.

**Other Qualifications, Skills and Abilities**

This position requires basic oral and written communication skills, outstanding interpersonal communication skills, and the ability to work with a high degree of accuracy and confidentiality. The ability to read and carry out complex instructions, perform mathematical computations involving decimals and ratios, and also the ability to interpret graphs/charts is required. This position requires the ability to work independently, make routine decisions, work well alone and as part of a team, multi-task and recognize and set priorities. A professional appearance and a caring attitude are expected. The ability to foster collaborative relationships and to work with people from diverse cultural backgrounds is expected. The ability to be respectful of the religious beliefs of the Congregation is required. The ability to tolerate interruptions, work under pressure, handle a crisis calmly, and handle all problems or concerns professionally is essential. The ability to deal with emotional situations and distressed individuals is vital to the success of this position.

This position requires a current and valid, unencumbered Registered Nurse (RN) license in the State of Indiana, as well as current/valid CPR certification.

This position may require working additional hours beyond that which have been previously scheduled due to emergency situations, as Holy Cross House is a 24-hour, seven-day per week operation and therefore must be staffed at all times. This position also requires the ability to work weekends and holidays as scheduled.

**Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is regularly required to stand, walk, and to use hands to finger, handle, or feel and talk or hear. The employee is frequently required to reach with hands and arms, sit, stoop, twist, crouch, and bend. The employee is occasionally required to kneel or crawl. The employee must frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 100 pounds with the assistance of lifts and other equipment. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust and focus.

**Work Environment**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The work environment consists of working in conjunction with the Congregation and, at times, family members, to provide direct care for residents that are elderly and suffering from various stages of illness. As a result, the work environment is subject to being stressful and emotionally sensitive, and may result in unfavorable workplace interactions.

This position is exposed to various infectious wastes, diseases, conditions, and hazardous chemicals.

While performing the duties of this job, the employee is occasionally exposed to outside weather conditions. The noise level in the work environment is usually moderate.