

BrightStone Job Description

Title: Nurse

Date Prepared: 10/1/21

Reports To: Program Coordinator

FLSA: Non Exempt

Position Summary:

BrightStone nurses work in tandem with a multidisciplinary team to oversee BrightStone students' personal care needs, medication administration, medical records, staff training, and assisting with the implementation of individualized care plans.

Principal Duties and Responsibilities:

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

A Nurse at BrightStone will have the following duties:

- Become familiar with students' medical, psycho-educational, vocational, and family histories
- Assist in maintaining the physical and emotional well-being of the students
- Monitor and/or assist with personal care needs of students as needed
- Consistently monitor students for health and safety
- Provide direct nursing assessment, first aid and care for all students
- Assess the health and developmental status of students to make appropriate nursing diagnosis, implement and evaluate plan of care
- Administer medication in accordance with State laws
- Provide care and oversight to all high risk students
- Communicate student needs and trends to families/conservators and Program Coordinator as needed
- Work with Program Coordinator to develop care plans that facilitate students' success in daily programming
- Maintain all documentation and files relating to student health
- Report any and all instances of suspected and/or witnessed acts of abuse or neglect toward a student by any person according to BrightStone protocol
- Teach Health and Wellness classes, compile data and report outcomes as required for grant funding
- Serve as a health consultant and resource person in any health education curriculum by providing current information from related fields
- Counsel students and families on health conditions and lifestyle issues in order to facilitate a healthier student population
- Order supplies as necessary
- Attend in-service, meetings, and training as required
- Participate with off site activities such as field trips, exercise at local athletic club and Special Olympics
- Assist with any training of staff as it relates to health services and safety

- Ongoing evaluation of staff to assure trained tasks are performed effectively and safely
- Coordinate and establish guidelines/procedures in First Aid, CPR, and First Responder initiatives
- Participate in development and implementation of emergency health and crisis plan
- Where applicable, direct, monitor and evaluate staff/aides/volunteers

Minimum Training and Experience Required:

- Must be Licensed Practical Nurse or Registered Nurse, licensed by the State of Tennessee; must possess a current CPR certification equivalent to American Heart Association Basic Life Support for Healthcare Professionals and have a minimum 3 years nursing experience working with a dependent population such as the disabled or senior adults.

Skills and Abilities Required:

- Possess the ability to relate positively to students with intellectual and developmental disabilities
- Function as part of a multi-disciplinary team
- Administer medications; complete proper documentation relating to medications
- Ability to support students as directed by healthcare providers, professional therapists and/or certified trainers
- Provide personal hygiene care
- The successful candidate will be intelligent, tactful, caring and possess sound judgment
- Communicate clearly utilizing verbal and written skills
- Possess analytical problem-solving and sound judgment skills.
- Ability to stand for long periods of time
- Ability to lift up to 50 pounds

Employee Review:

I have read the above job description and understand that it is intended to describe the general requirements for performing this job. It is not an exhaustive statement of duties, responsibilities or requirements. I understand that this job description does not preclude my supervisor's authority to add or change duties or responsibilities and understand that the performance of other duties will be required from time to time in order to meet BrightStone needs. I have been provided a copy of this description.

Employee: _____

Date: _____