



POSITION TITLE: Registered Nurse (RN)	REPORTS TO: Director of Clinical Services
DEPARTMENT: Services/ Residential and Supportive Housing	FLSA STATUS: Exempt

EXPECTATIONS

Understand and follow Triple C Housing’s Compliance Plan, employee handbook, policies, procedures and rules, and its mission, vision and values by exhibiting the following behaviors: excellence and competence, collaboration, innovation, respect, personalization, commitment to our community, and accountability and ownership.

OVERVIEW

The Registered Nurse (RN) provides intake and prescribed follow-up assessments for consumers of the agency. Collaborates with treatment team to develop and implement individualized recovery plans and monitor progress toward wellness and recovery. Provides education and consultation on medication and health maintenance issues, ensuring health maintenance care needs are met. Evaluates levels of service intensity required to ensure continuum of care.

As per NJAC 10:37A-7.2(a), and NJAC 10:37B-5.2 (a) & (b) duties include:

NJAC 10:37A-7.2(a): sign-off and participation in the development of Individual Recovery Plan; completion of nursing assessment and reassessments; completion of clinical portions of the comprehensive rehabilitation needs assessment; and face-to-face health care monitoring every 60/90 days with each consumer resident.

RESPONSIBILITIES

Compliance:

- Communicate, coordinate, and ensure compliance with Division of Mental Health and Addiction Services (DMHAS), Centers for Medicare and Medicaid (CMS), and other governing bodies, as well as agency policy and procedures.
- Performs required intake, 60 (or 90) day, annual and discharge assessments for consumers of agency.
- Ensures program commitments are met in terms of assessment, re-assessment, and staff compliance; approves Individual Recovery Plans.
- Interfaces with agency staff to gather information on consumer disposition to provide consultation and recommendations for intervention.
- Keeps up to date on changes in regulatory requirements as it relates to delivery of service.
- Conducts quarterly audits of medication cabinets and protocols at group homes.
- Audits charts to ensure accuracy; enforces protocols related to charting and recording consumer treatment/support information to include medical, dental, and psychiatric care.
- Prepare and participate in Medicaid and Licensing audits.
- Provides administrative supervision of the program and clinical supervision of master’s level staff member(s).

Services:

- Prepare, document, and communicate prescribed course of care to consumer, staff or family for follow-up.
- Evaluates consumer’s needs for immediate nursing/medical intervention, consultation, and other findings.
- Guides and directs wellness and recovery activities using evidence based best practices and integrated health care, to achieve positive outcomes in consumer health and wellness.
- Actively participate in multi-disciplinary treatment team meetings to provide feedback regarding consumer care and progress in treatment. Provide crisis intervention strategies as needed.
- Reviews consumer medication regimes upon admission and during reassessment visits and recommends adjustments to treatment team in collaboration with treating psychiatrist/general practitioner.



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- Develops and maintains working relationships with system partners, consumer family/support members, medical community, as well as local community organizations.
- May participate in on-call rotation, providing medical consultation when needed.
- Provides education, health maintenance and development training to staff, consumer, and family support to keep abreast of trends in the medical field to provide quality service.
- Assists with or completes Comprehensive Rehabilitation Needs Assessment (CRNA) and Individual Rehabilitation Plan (IRP) process.

Administrative:

- Ensures program commitments are met; communicates, recommends, and implements strategies for continuous quality improvement.
- Prepares weekly, monthly, quarterly, annual reports as assigned.
- Responsible for timely and accurately documenting case notes, changes, and updates for consumer charts via electronic health record or manually.
- Prepare and submit required documentation for billing.
- Complete annually required training.
- Complete additional projects, assignments as directed.

REQUIREMENTS

- Licensed, Registered Nurse (in good standing) in the State of New Jersey.
- Minimum of five years' experience as a nurse working with consumers of mental health services, or those with At Risk behaviors.
- Knowledgeable on current psychiatric medications, side effects and interactions.
- Knowledgeable in general health issues affecting consumers and treatment methods.
- Proficient in Microsoft Office, and able to navigate technology.
- First Aid and CPR certified.
- Possess a valid driver's license with three-year driving history that complies with Agency policy.



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Print Employee Name: _____

Employee Signature: _____ Date: _____

All requirements are subject to possible modification to reasonably accommodate individuals with disabilities. This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related instructions and to perform other job-related duties as requested by their supervisor in accordance with Triple C Housing guidelines.

Requirements are representative of minimum levels knowledge, skills and/or abilities. To perform this job successfully, the incumbent will possess the abilities or aptitudes to perform each duty proficiently.

This document does not create an employment contract, implied or otherwise, other than an “at-will” employment relationship.