**BestCare Treatment Services**

**Position Description**

**Title:** Registered Nurse (RN) / Nursing Supervisor

**Program:** Detox

**Supervisor:** Medical Director and Program Director

**Employment Status:** Full-Time Regular (1.0 FTE)

**FLSA Classification:** Non-Exempt (Hourly)

**Employees Supervised:** All Nursing Staff

**Job Summary**

The RN Nursing Supervisor works in a medically managed detoxification unit along with a team of experienced RN's, LPN’s, CMA’s, CNA's, Detox Counselors, and Physicians. The position collects objective and subjective data from observations, examinations, interviews, and written records in an accurate and timely manner. Establishes and documents nursing diagnosis which serves as a basis for the plan of care. Documents nursing care and collaborates with the team to carry out the plan of care. Gives direct care, assists with care, follows nursing orders while providing an environment conducive to safety

**Specific Duties:**

1. Supervise all nursing staff
2. Oversee department budgets
3. Reporting to Management Team in the healthcare facilities
4. Maintaining high standards of care for all patients for all nursing staff
5. Managing patients’ data and medical records as confidential records
6. Communicating with doctors, patients, and authorized family members about patient health
7. Recruiting, training, and onboarding new nursing staff
8. Providing ongoing education classes
9. Implementing new procedures and training nursing staff on policies
10. Facilitate and schedule intakes, discharges, and transfers to BestCare Treatment Services residential or outpatient, and/or outside agency programs as necessary
11. Work as part of an interdisciplinary team to gather medical history and manage the intake process
12. Assess clients for withdrawal symptoms and administer medications as indicated per appropriate MD orders
13. Take and record vital signs and medically monitor clients’ detoxification symptoms using CIWA and COWS
14. Answer phones and assist with housekeeping duties as necessary
15. Administer routine PRN and detox medications as indicated
16. Implement motivational interviewing and active listening techniques in supporting clients recovering from drug/alcohol dependence
17. May perform wound care, venipuncture, and diabetic testing
18. Check in visitors and supervise detox clients
19. Support clients in understanding and performing daily wellness tasks to care for themselves
20. Assure quality of care by adhering to therapeutic standards, measuring health outcomes against patient care goals and standards, and recommending necessary adjustments
21. Follow detox division and nursing division philosophies and standards of care set by the state board of nursing, state nurse practice act, and the OAR’s
22. Supervise, delegate, and assign care as appropriate to RN’s, LPN’s, CMA’s, and/or CNA’s
23. Provide referrals to outside agencies as indicated
24. Facilitate referrals to contracted psychiatrists for dual diagnosis clients as needed
25. Provide education regarding healthy recovery and medical concepts related to addiction and may deliver training as directed by Program Manager
26. Other duties as assigned

**Qualifications**

**Education, Certifications, Licensure:**

* Bachelor’s degree in Nursing required; Master’s degree preferred
* Current Oregon RN license
* Current BLS Certification
* Certified in First Aid methods including cardiopulmonary resuscitation
* Valid Oregon Driver’s License is required

.

**Experience:**

* Minimum 5 years of experience in nursing
* Minimum 3 years of experience in a supervisory role

**Knowledge, Skills and Abilities:**

* Must have the training, knowledge, and/or experience demonstrating competence in the treatment of the disease of addiction, including the management of withdrawal; client evaluation; motivational counseling techniques; and the taking and recording of vital signs
* Ability to work independently while also able to work as a positive, collaborative team member
* Possesses the skills to network with all resources to provide the best customer service with clients or family members seeking help from BestCare
* Ability to ensure a safe and clean working environment complying with Oregon OSHA, BestCare Treatment Services Policies and Procedures, Oregon Administrative Rules, and the RN Scope of Practice.
* Strong interpersonal and communication skills (oral and written)
* Ability to work independently as well as a positive, collaborative team member
* Ability to work in a diverse, multi-cultural environment
* Proficient in MS Office 365 (Word, Excel, Outlook), database, EMS system, Teams/virtual mtg platforms
* Strong customer service skills
* Bi-lingual in English/Spanish

For individuals recovering from the disease of alcoholism and/or from other drug addiction, have maintained continuous sobriety for the immediate past two years at the time of hire.

.

**Tools and Equipment Used:**

All Detox staff must be proficient in the use of computers, sufficient to use the EMR software program and produce routine End of Shift reports; to do intake and client documentation. Additionally, must be able to use the following: blood pressure machines (digital and manual), glucometers, pulse oximeters, digital thermometers, venipuncture equipment, fax machine, copy machine, and telephone.

**Physical Demands:**

The physical demands 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. While performing this job, the employee is regularly required to reach with hands and arms. The employee is frequently required to stand, sit, walk, and use hands to handle, feel or operate objects or controls. The employee is occasionally required to climb or balance; stoop, kneel, crouch or crawl; and talk and hear. The employee must occasionally lift and/or move up to twenty (20) pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus. The employee may be exposed to hazardous waste in the course of performing job duties.

**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 position requires the employee to dress in a professional manner that meets the standards for professional employees in Klamath County and prescribed by the Medical Director.

THIS JOB DESCRIPTION DOES NOT CONSTITUTE AN EMPLOYMENT AGREEMENT BETWEEN THE EMPLOYER AND THE EMPLOYEE AND IS SUBJECT TO CHANGE BY THE EMPLOYER AS THE NEEDS OF THE EMPLOYER AND REQUIREMENTS OF THE JOB CHANGE.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Employee’s Signature/Date Supervisor’s Signature / Date