

Job Description: NURSE

Classification: DC1

Responsible to: Clinical Manager

Job Summary:

The Nurse participates as a member of the Rehabilitation Team to carry out health care services in Gateway House, K.C. House, and Bob Currie House. Duties encompass aspects of communication, assessment, collaboration, programming, medication management and documentation. The Nurse provides guidance and direction to the Mental Health Support Workers (MHSW) on clinical and health matters related to the residents.

Job Duties:

1. Resident Care:

- 1.1. Participates as an active member of the Rehabilitation Team.
- 1.2. Provides direct professional nursing care including overseeing the general health, hygiene, and safety of the residents, consulting medical practitioners, arranging for medical appointments, and providing appropriate medical treatments.
- 1.3. Case manages: develops individual rehabilitation plans and facilitates resident recovery by using the principles consistent with Best Practices for Psychosocial Rehabilitation.
- 1.4. Assesses resident's strengths and needs and develops a plan to assist each person in re-establishing, developing or maintaining their abilities.
- 1.5. Provides intervention and consultation during crises.

2. Medication:

- 2.1. Maintains knowledge of common and relevant types of medications, their desired effects, side effects, toxic effects, and interactive effects and obtains information on unfamiliar medications.
- 2.2. Administers prescribed medication in accordance with facility procedures and accepted nursing practices.
- 2.3. Obtains and prepares pharmaceutical supplies and medication.
- 2.4. Liaises with medical practitioners when planning residential treatment.
- 2.5. Consults medical practitioners when required.

3. Documentation, Reporting, Record Keeping:

- 3.1. Observes and documents residents condition, care, and progress, including monthly summary reports.
- 3.2. Receives and gives a complete resident report to coworkers and Clinical manager at shift change.
- 3.3. Shares information and consults with co-workers as required.
- 3.4. Completes incident reports as per facility policies and procedures.
- 3.5. Maintains necessary records.

4. Referral, Admissions, and Discharges:

- 4.1. Participates in client interviews during the Transition meeting. Receives and reviews referral information and maintains referral records.
- 4.2. Coordinates and arranges pre-placement visits, obtains history and assessment data, provides information about the facility, and assesses potential residents for suitability.
- 4.3. Arranges resident admissions, arranges medications, medical appointments, social services benefits, and obtains necessary documentation.
- 4.4. Assists residents with discharge planning, meets with residents to follow discharge procedure, notifies appropriate contacts about discharges.

5. Staffing:

- 5.1. Reviews resident rehabilitation plans with MHSWs at team meetings
- 5.2. Participates in –in service training as provided by the employer.

6. Other:

- 6.1. Maintains professional contacts with related organizations in the community.
- 6.2. Works and assists with volunteers and practicum students.
- 6.3. Assumes the “nurse-in-charge” in the absence of the Clinical Manager.
- 6.4. Provides direction to other staff, such as:
 - 6.4.1. The collegial sharing of information
 - 6.4.2. Demonstrating and or providing guidance on clinical/health related tasks.
 - 6.4.3. Providing incidental or ad hoc input into staff performance reviews
 - 6.4.4. Ensuring staff are aware of assignments developed by the employer.
 - 6.4.5. Reassigning clinical/ health related tasks as necessary
- 6.5. Performs other related duties as assigned.

QUALIFICATIONS

Education: Diploma in Registered Nursing or Registered Psychiatric Nursing with current practicing registration with C.R.N.B.C. or C.R.P.N.B.C.

Experience: Minimum of two years in psychiatric nursing or equivalent of training and experience.

Skills and Abilities:

- Exceptional ability to communicate effectively both verbally and in writing
- Excellent interpersonal skills; ability to establish professional and productive relationships with residents, coworkers, and visitors.
- Sound judgment, tact, integrity, and sense of responsibility.
- Ability to meet and work with other organizations and the public
- Exceptional organizational skills: ability to prepare and maintain records, charts and reports
- Understanding of and adherence to, the principles of psychosocial rehabilitation.