**SYCAMORE SERVICES, INC. POSITION DESCRIPTION**

TITLE: DEPARTMENT:

Nurse Consultant - RN Residential

Job Analysis Conducted: January 2008 Revised: February 2014

Note: Statements included in this description are the essential functions of this position.

Other non-essential functions may be assigned.

Relationship

Reports to: Director of Residential Services

Supervises: Nurse Consultants - LPN

Internal contacts: Department Staff; Administrative Staff; Consumers

External contacts: Physicians; Parents/Guardians, Other Healthcare Providers, MW **Case )!anagers, Other Funding Sources, Other** Providers; Pharmacy Representatives

Work environment: 90% Office; 10% Community/Program Sites

Scheduled work hours: flexible *I* non-standard hours Job Summary

The Nurse Consultant RN is responsible for supervising Nurse Consultant -LPN within the service delivery of Wellness Coordination as defined by the 5th amendment to the Indiana Code IN.0378.R02.05 as defined in Appendix C. The Nurse Consultant RN is responsible for supervising pre-service and in-service employee training sessions in CPR/First Aid and Wellness plans. The Nurse Consultant RN will supervise/provide Wellness Coordination services in an effort to monitor the health status, high risk plans and medication administration for assigned program participants. They will act as a resource for all areas of the wellness plan to the entire service team.

Job Qualifications

1. Must possess a current Indiana nursing license; RN
2. Two or more years experience working with individuals with disabilities preferred.
3. Previous supervisory and/or training experience preferred.
4. Excellent verbal and written communication skills.
5. Ability to communicate effectively, make presentations and write concise reports for all levels of employees.
6. Certification with Red Cross to teach CPR/First Aid required.
7. Dependable transportation, valid Indiana driver's license, and proof of personal automobile insurance.
8. Ability to lift up to 35 pounds; upper body leverage strength required.
9. Ability to travel between offices.
10. Work non-standard, flexible hours.

13. Serve as a resource for agency staff regarding medication administration, high risk plans and other wellness coordination plan concerns, as appropriate.



1. Sycamore Services Team
   1. Champion organizational mission, vision and philosophies.
   2. Maintain confidentiality of consumer and personnel information and records.
   3. Perform other duties as assigned.

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