



REGISTERED NURSE – AFC

FLSA NON-EXEMPT

POSITION SUMMARY

The Registered Nurse participates in screening potential program consumers in their homes and provides on-going monitoring and support to program consumers and/or host families.

ESSENTIAL DUTIES AND RESPONSIBILITIES

GENERAL

1. Be knowledgeable of and comply with all state, federal and agency regulations, policies and procedures pertaining to the AFC program and WestMass Elder Care's mission.
2. Maintains and provides thorough, timely and accurate documentation.
3. Attends regular AFC multi-disciplinary team meetings,
4. Serves as a liaison with other community agencies, involved in the care management of program consumers.
5. Participates in and/or initiates outreach programs to potential consumers in the AFC program.
6. Attends professional meetings, seminars, conferences and courses. Shares information received with other staff members.
7. Assumes special projects within the scope of the responsibilities of this position as assigned by the Adult Foster Care RN Supervisor.

ADULT FAMILY CARE PROGRAM

1. Screens referrals and in conjunction with the AFC Case Manager assess those who are appropriate for the Adult Foster Care Program or Group Adult Foster Care Program.
2. Provides nursing assessment and develops a consumer-interdisciplinary care plan for each consumer in an Adult Foster Care program within 30 days of placement. Provides nursing assessment and develops a consumer-interdisciplinary care plan for GAFC consumers.
3. Participates in the assessment of potential host families, including home evaluation and inspections.
4. Consults with Adult Foster Care Case Managers in the matching of clients and host families.
5. Monitors the consumer's health status and provides ongoing supervision and



- teaching to program consumers and caregivers via regular home visits.
6. Provides the teaching to consumer and caregiver that is needed to implement the plan of care, both initially and on an on-going basis.
 7. Develops and maintains an accurate list of the consumers' medications. This listing includes pertinent information including medication name, route and dosage and frequency.
 8. Maintains contact with the consumers' physician via submission of semi-annual health status reports and phone calls as needed.
 9. Semi-annually secures physician approval for consumers continued program placement.
 10. Submits incident reports to Mass Health for any critical incident as noted on Mass Health Critical Incident Form.
 11. Reviews consumers' care plans every Quarter. Updates the care plan yearly.
 12. Secures appropriate screening for agency approval for client program participation.
 13. Maintains accurate statistics on consumer's health-related services, i.e., VNA, HHA, ADH, etc.
 14. Assists in the development, implementation and evaluation of training for the Host and/or consumer.

OTHER RESPONSIBILITIES

1. Performs other related duties as requested and needed that are within the scope of the responsibilities of this position, including working with the PCM Program as needed.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES INCLUDE

- Has the ability and willingness to support the goals and policies of WestMass ElderCare.
- Diploma from an accredited school of nursing, B.S.N. (preferred).
- Valid license to practice as a registered nurse in the Commonwealth of MA.
- An understanding and acceptance of the role of the Registered Nurse at WestMass Elder Care which includes:
 - Assessment
 - Referral to appropriate agency and/or service
 - Monitoring
 - Teaching as it applies to skills training
 - Consulting with Program Director and with other appropriate agency and non agency staff regarding the nursing assessment and the



consumer's needs.

- The role of the Registered Nurse at WestMass ElderCare does not include:
 - Making diagnosis
 - Direct hands-on care which includes but is not limited to treatment, preparing medications, etc.
- Evidence of continued professional growth, either through formal education and/or attendance at workshops, seminars, continuing education and in-service programs.
- Experience with working with individuals of all ages and with disabilities.
- Must be able to handle confidential data and information discreetly.
- Must have an ability and willingness to work in a changing environment.
- Has demonstrated interviewing and assessment skills.
- Must be attentive to details and capable of accurate work.
- Must be able to organize, prioritize and work with minimal supervision.
- Possesses oral and written communication skills, presentation skills and listening skills.
- Has the ability to work independently and with others.
- Possesses the ability to approach people in a manner that creates harmony and promotes cooperation.
- Must be able to demonstrate an ability to work independently and within a team approach.
- Possesses the ability to make appropriate decisions.
- Possesses the ability to effectively cope with a variety of personalities and other stress provoking factors associated with a broad base of people and time constraints.
- Must provide personal and reliable transportation and a valid driver's license.

PHYSICAL AND ENVIRONMENTAL REQUIREMENTS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Must be able to maintain acceptable attendance.
- Must be available during Agency's hours of operation 8:00 -5:00; generally according to assigned schedule.
- Position requires driving to the homes or residence of consumers. Must be able to provide own transportation.



- Position requires attendance at off-site meetings. Must be able to provide own transportation.
- Position requires the ability to access consumers in private homes, with or without adaptive equipment such as elevators, ramps, etc.
- Position requires some exposure to seasonal conditions of the outside environment.
- Position requires computer related tasks.

WORKING CONDITIONS

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.

- This is a full-time position with scheduled office hours.
- Schedule may at times need to be adjusted to meet the responsibilities of the position.
- Homes of Consumers are located in various socio-economic areas.

ACCOUNTABLE TO

The Registered Nurse is accountable to the AFC RN Supervisor.

DISCLAIMER

The above statements are intended to describe the general nature and level of work required of this position. This is not meant to be an exhaustive list of all responsibilities, duties, skills and abilities required.

Registered Nurse

Date

AFC RN Supervisor

Date
