

NURSE MANAGER

WEDIKO SUMMER PROGRAM

Job Summary

The Nurse Manager oversees all aspects of the medical programming for the Wediko Summer Program. The Nurse Manager works under the supervision of the Director of the Summer Program and collaborates with Wediko leadership team members to ensure the physical safety of students and staff members by providing medical treatment as well as making referrals to urgent care and emergency facilities as needed. The Nurse Manager is responsible for administrative functions associated with recruiting and staffing logistics, performance management, medication administration, tracking medical paperwork for students and staff, and compliance to regulatory concerns including documentation and reporting. The Nurse Manager is responsible for the supervision of all nursing staff.

Essential Functions

Workforce recruitment and supervision:

- Assisting with the recruitment of certified nurses: screening job applicants through initial interviews; reviewing applications and resumes; evaluating applicant skills, and making hiring recommendations
- Developing and maintaining relationships with employment agencies, universities, and other recruitment sources
- Tracking data related to how employees learned about Wediko, length of service, and reasons for termination of employment. Using data, participating in discussions with the Director of the Summer Program regarding policies and procedures for staff recruitment, retention, promotion, and termination
- Designing and conducting new employee orientations focused on agency wide and job specific policies and procedures
- Implementing performance reviews at least once during the summer. If necessary, work with the Director of the Summer Program to initiate corrective action plans and exit interviews.
- Supervising a team of nurses to ensure the following direct service responsibilities are achieved:
 - Ensuring full and holistic health care provision for students
 - Providing on-site medical care for "walk in" students and staff for emergency assessment and treatment
 - Administering medication
 - Coordinating students' care at medical centers and hospitals as necessary
 - Maintaining an up to date knowledge of chronic diseases and childhood ailments
 - Implementing and coordinating with direct care staff any healthcare plans for students and staff with chronic medical concerns
 - Implementing and coordinating with direct care staff to address any individual food plans for students
 - Completing all relevant forms following accidents and, if necessary, report to the Health and Safety Executive.

- Playing an active part in the Summer Program's health program, including 'hygiene' and education with regard to adolescent changes, drugs, alcohol, etc.
- Providing staff with student based medical information
- Ensuring the maintenance of the first aid kits on site
- Offering general administrative support and assistance with various tasks, as necessary
- Ensuring that the Summer Program's medical protocol is adhered to at all times.
- Undertaking all other duties, responsibilities and tasks as reasonably requested from time to time by Program leadership team members

Policy and Procedures

- Keeping up-to-date on municipal, state, and federal laws/regulations related to the medication distribution and necessary nursing policies as related to a short-term residential program
- Keeping up-to-date on municipal, state, and federal regulations related to communicable diseases, as well as completing any necessary steps to control communicable illnesses on the campus
- Keeping up-to-date on New Hampshire Health Alerts by the state of New Hampshire regarding illness trends
- Completing and filing necessary paperwork with municipal, state, and federal agencies.
- Maintaining knowledge of various prescription insurance plans and rules that affect procurement and refilling of medications
- Collaborating with Wediko leadership team members for advice, assistance, and follow-up on medical related issues.
- Organizing and overseeing administrative and direct service tasks associated with Child Arrival Day, Child Departure Day, and Visitor's Day

Administrative Support

- Gathering and reviewing appropriate medical information and maintaining the necessary records of students and staff as well as contacting guardians and medical personnel when necessary
- Maintaining accurate hard copy medical records and utilizing the BestNotes database for record keeping and documentation
- Providing input regarding the admission of staff or students with complex medical needs.
- Organizing necessary training for staff during orientation including, but not limited to: first aid, overall wellness, CPR, and medication administration
- Providing on-call support for on-duty nurses

Minimum Requirements

- Medical/Nursing Degree with a valid license to practice in New Hampshire
- Minimum of three years of work experience in residential services or medical field.
- Strong communication and interpersonal skills.
- Ability to approach personnel challenges in a supportive and creative manner
- Excellent organizational skills.
- Flexible schedule and willingness to travel to Wediko's New Hampshire campus.

Abilities Required

Employees are responsible for transportation to one of the pick up and drop off locations at the beginning and end of the summer. During the summer, on days off, employees are responsible for acquiring transportation to/from the NH setting. A driver's license is convenient; but, it is not

necessary to perform work responsibilities. The majority of work is outdoors in a rural environment, which means exposure to heat in summer. Duties may require employees to be outside during adverse weather. The duties of the position involve standing for the vast majority of the work period. Employees are required to physically escort or hold students therapeutically to prevent students from being a danger to self or others. Employees may be required to move equipment 50lbs or more. Employees may be exposed to high noise level for extended periods of time related to event type.

Persons with disabilities may be able to perform the essential duties of this class with reasonable accommodations. Reasonable accommodations will be evaluated on an individual basis and depend, in part, on the specific requirements for the job, limitations related to the disability and the ability of Wediko Children's Services to accommodate the limitation.

Disclaimer

The above statements are intended to describe the general nature and level of work expected for this position. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.

Job Category	Manager
Exempt/Nonexempt	Exempt
Department	Wediko Summer Program
Supervisor	Summer Program Director
Last Revised	2/17/15 JLL