



Developmental Disabilities Nurse

DESCRIPTION: Under the direction of the Quality Assurance Department Manager, the Developmental Disabilities Nurse will be responsible for planning and coordinating medical services for consumers including: nursing assessments, staff and family training, and all activities associated with Home and Community Based Waiver Nursing Oversight

The Developmental Disabilities Nurse will perform the following essential responsibilities:

- 1) Provide Nursing Oversight and Care Management services for children with complex medical conditions and individuals with intellectual and developmental disabilities.
- 2) Provide agency wide staff training in addition to consumer specific training to family members and staff providing supports to children with complex medical condition.
- 3) Conduct nursing assessments to include initial screenings, quarterly and annual reviews, and other assessments as requested.
- 4) Consult with and provide support to families and/or staff in times of medical crisis or change in health status.
- 5) Attend meetings, participate in individual teams, participate in committees and planning events, and submit reports as scheduled or requested.
- 6) Maintain ongoing communication with recipients, guardians, care coordinators, providers and state agencies.
- 7) Recommend and develop program procedures, which pertain to the provision of health related support services and nursing oversight.
- 8) Follow health and safety standards.

HOURS OF WORK: Part Time 25 hours a week

EMPLOYMENT BENEFITS:

Paid Vacation Leave	Paid Sick Leave
Paid Holidays	Jury Duty/Funeral/ Leave
Personal Leave	Employee Assistance Program

MINIMUM QUALIFICATIONS:

- **Education:** Associates Degree in Nursing.
- **Experience and Skills:** Registered Nurse, time management, organizational skills, and basic computer skills are required for success in this position. Skills to organize evaluate and present information effectively, both orally and in writing, are necessary.
- **Licensure, Certification, Registrations and pre-hire requirements:** A current TB test, valid Alaska driver's license with five (5) years driving experience, and proof of automobile insurance must be submitted prior to employment. Successful candidates must submit to a criminal background check as required by state regulation which includes providing one clear fingerprint card before hire. Candidate must also provide three verifiable references.
- **Pre-hire requirements:**
 - A current TB test.
 - Valid Alaska driver's license.
 - Recent three (3) year driving record and proof of automobile insurance must be submitted prior to employment.
 - Successful candidates must submit to a criminal background check as required by state regulation which includes providing 1 clear fingerprint card before hire.
 - Candidate must provide a minimum of three verifiable references.

Please see job description for additional details.

MSSCA is an equal opportunity employer and we value diversity. All employment is decided on the basis of qualifications, merit and consumer need.

Applications, transfer requests and complete copies of the job description can be obtained at the main office: Mat-Su Services for Children and Adults, Inc., 1225 W. Spruce Avenue, Wasilla, AK 99654. You may also apply for the position from the employment tab on our website at www.mssca.org/apply.

Close Date: Until filled

Mat-Su Services for Children and Adults

JOB TITLE: Developmental Disabilities Nurse

EMPLOYMENT TYPE/CLASSIFICATION: Non-exempt

HOURS OF WORK: This is an hourly position. The supervisor will direct the quantity of hours per week as the job duties demand based on the needs of the consumers. Occasional evening and weekend work may be required as needed.

DEPARTMENT: Quality Assurance

POSITION REPORTS TO: Quality Assurance Department Manager

SUPERVISORY RESPONSIBILITIES: None

Core Values: Person-centered, Choice, Respect, Excellence, Advocacy and Teamwork.

Position Summary: Under the direction of the Quality Assurance Department Manager, the Developmental Disabilities Nurse will be responsible for planning and coordinating medical services for consumers including: nursing assessments, staff and family training, and all activities associated with Home and Community Based Waiver Nursing Oversight.

Essential Responsibilities: The Developmental Disabilities Nurse will:

- Provide Nursing Oversight and Care Management services for children with complex medical conditions and individuals with intellectual and developmental disabilities.
- Provide agency wide staff training in addition to consumer specific training to family members and staff providing supports to children with complex medical condition.
- Conduct nursing assessments to include initial screenings, quarterly and annual reviews, and other assessments as requested.
- Consult with and provide support to families and/or staff in times of medical crisis or change in health status.
- Attend meetings, participate in individual teams, participate in committees and planning events, and submit reports as scheduled or requested.
- Maintain ongoing communication with recipients, guardians, care coordinators, providers and state agencies.
- Recommend and develop program procedures, which pertain to the provision of health related support services and nursing oversight.
- Follow health and safety standards.

Specific Duties:

1. **Provide Nursing Oversight and Care Management services for children with complex medical conditions and individuals with intellectual and developmental disabilities.**
 - Supervise the planning and implementation of health care supports for individuals with special health care needs.
 - Complete a comprehensive initial and annual assessment of each consumer identified as receiving Nursing Oversight and Care Management (NOCM).
 - Participate in person-centered planning meetings for each consumer served (annual and quarterly meetings).
 - Develop an annual nursing care plan and training checklist and submit to the Care Coordinator within two weeks of the person-centered planning (Plan of Care) meeting.
 - Conduct regular face-to-face contacts and home visits based on the consumers support needs (minimum of quarterly) and document status in NOCM notes.
 - Complete NOCM service notes within 24 hours of the service.
 - Maintain open communication with physicians, pharmacists, therapists, and equipment/supply vendors.

- Complete all documentation associated with NOCM services and any other documents required by the Senior and Disability Services.
- 2. Provide agency wide staff training in addition to consumer specific training to family members and staff providing supports to children with complex medical conditions.**
 - Conduct monthly training on assisting with self-administration of medications and medication administration to agency direct service staff.
 - Initiate training checklists and implement individualized training manuals when appropriate.
 - Provide training to families and direct support providers to ensure competency in all nursing delegated tasks, as outlined on the training checklist.
 - Maintain appropriate documentation of provider training and update as needed.
 - 3. Conduct nursing assessments to include initial screenings, quarterly and annual reviews, and other assessments as requested.**
 - Conduct nursing care assessments at least annually.
 - Conduct visits at hospitals, homes, assisted living and group homes, or long-term care facilities, as needed or requested.
 - Attend annual Nursing Facility Level of Care (NFLOC) assessments with the individual's team and the SDS assessor.
 - Assist MSSCA staff in gathering and interpreting medical information necessary to deliver quality services, complete needed applications, proposals for funding, waitlists, etc.
 - 4. Consult with and provide support to families and/or staff in times of medical crisis or change in health status.**
 - Assess situations and prioritize requests according to the family's needs and available funding.
 - Provide additional training and support to staff and family as consumers' medical needs change.
 - Provide referrals for additional and/or appropriate services to families as needed.
 - Provide support and information for families who must leave the state to receive needed medical care.
 - 5. Attend meetings, participate in individual teams, participate in committees and planning events, and submit reports as scheduled or requested.**
 - Participate in department meetings and monthly meetings with the Quality Assurance Department Manager as scheduled.
 - Collaborate with managers/directors and other staff to meet the health and safety, developmental and educational needs of consumers.
 - Maintain regular contact with staff.
 - Assist with special projects.
 - Participate on agency committees, task forces, etc.
 - 6. Maintain ongoing communication with recipients, guardians, care coordinators, providers and state agencies.**
 - Initiate regular contact with consumers and/or guardians and other team members to provide or obtain updates to the consumers' health and well-being.
 - Return phone calls and emails within 24 hours or the next business day.
 - 7. Recommend and develop program procedures that pertain to the provision of health related support services and nursing oversight.**

- Collaborate with Department Managers to develop, review, revise and implement procedures which pertain to the provision of health supports including medication management, consumer treatments, staff vaccinations, TB screening, etc.
- Review health care documentation regularly and audit for compliance with agency and state standards.

8. Health and Safety.

- Maintain a constant level of alert to be able act safely on behalf of themselves, consumers, and co-workers.

Job relations/Professional Interactions/Communication:

- Adhere to and provide services in accordance with agency's policies and procedures, mission and core values.
- Work as part of a team; show maturity and leadership in interpersonal staff relationships and assist others on the team.
- Demonstrate behavior that indicates respect and courteousness to consumers, families, guardians, coworkers, and other colleagues.
- Demonstrate positive, respectful communication with consumers, family members, legal guardians, agency staff, interagency staff and members of the community.
- Demonstrate behaviors that respect the values and lifestyles of employees, consumers and individuals throughout the agency.
- Use people first language in interactions with staff and consumers.
- Maintain employee and consumer confidentiality at all times.
- Utilize agency's conciliation process for individuals supported by the agency.

Minimum Qualifications:

- **Education:** Associates Degree in Nursing.
- **Experience and Skills:** Registered Nurse, time management, organizational skills, and basic computer skills are required for success in this position. Skills to organize evaluate and present information effectively, both orally and in writing, are necessary.
- **Licensure, Certification, Registrations and pre-hire requirements:** A current TB test, valid Alaska driver's license with two (2) years driving experience, and proof of automobile insurance must be submitted prior to employment. Successful candidates must submit to a criminal background check as required by state regulation which includes providing one clear fingerprint card before hire. Candidate must also provide three verifiable references.

Beneficial Additional Qualifications:

- **Education:** Bachelor's Degree in Nursing.
- **Experience and Skills:** Two years' experience working with individuals who experience developmental disabilities and medically fragile conditions.
- **Licensure, Certification, Registrations:** Certification as a Developmental Disabilities Nurse (DDN).

Ongoing Requirements: Attend all required trainings and maintain all certifications required for this position. Required trainings provided by MSSCA:

<ul style="list-style-type: none"> • Welcome to MSSCA new hire orientation 	<ul style="list-style-type: none"> • Body Mechanics
<ul style="list-style-type: none"> • HIPAA (annually) 	<ul style="list-style-type: none"> • Mandatory Reporting Requirements
<ul style="list-style-type: none"> • Driver Safety (every 3 years) 	<ul style="list-style-type: none"> • Employee Safety
<ul style="list-style-type: none"> • Connecting to MSSCA 	<ul style="list-style-type: none"> • Anti-Harassment & Diversity
<ul style="list-style-type: none"> • Assisting with Medications 	<ul style="list-style-type: none"> • Provider Tools & Rules
<ul style="list-style-type: none"> • Documentation Training 	<ul style="list-style-type: none"> • Therap Training
<ul style="list-style-type: none"> • Blood Bourne Pathogens (annually) 	<ul style="list-style-type: none"> • CPR for Adults and Children (every 2 years)
<ul style="list-style-type: none"> • First Aid (every 2 years) 	<ul style="list-style-type: none"> • Mandt Day 1 (annually)
<ul style="list-style-type: none"> • IT Security Awareness (annually) 	<ul style="list-style-type: none"> • Intermediate Computer
<ul style="list-style-type: none"> • Required CDS core curriculum courses assigned by position-see attachment. 	

Other requirements:

- **Interpersonal:** Ability to interact with management, supervisors, staff, consumers and families in a courteous and respectful manner. Must be able to take direction from supervisor and follow through with requests. Must possess exceptional listening skills.
- **Attendance:** Must be able to consistently and punctually report to work as scheduled. Must be able to consistently work the full scheduled hours necessary, as defined by the supervisor, to perform the primary functions of the position.
- **Physical:** Must be able to operate a variety of office equipment/machinery. Must be able to utilize a computer to generate reports and conduct research which involves sitting for extended periods of time and repetitive motion of the fingers, wrists, elbows and shoulder. Must be able to perform various lifting tasks required in consumer care weighing up to 50 lbs. This position requires moving throughout a variety of homes, community buildings, and in and out of motor vehicles; operating a motor vehicle, consumers' adaptive equipment, and office equipment.
- **Emotional:** Must maintain appropriate professional and ethical boundaries when dealing with consumers, family members, guardians, coworkers, colleagues from other agencies and medical fields, etc. Must recognize limitations, provide services only within area of competency and utilize appropriate referral resources. Must be able to maintain a professional public demeanor, even under stressful circumstances and when dealing with individuals in crisis.
- **Sensory:** Must possess typical or corrected vision that allows for reading handwriting of varying legibility and reading from computer screens. Must be able to recognize various individuals. Must be able to articulate clearly when communicating verbally. Sense of hearing must allow for effective communication with a wide variety of individuals, including those who have strong accents or difficulty articulating clearly.
- **Cognitive:** Must possess the ability to read and follow written instructions, understand and clarify verbal instructions, write legibly and effectively document nursing oversight provided, assessments, reports, daily nursing notes, etc. Must possess problem solving skills to assure consumer health and safety and appropriate service delivery. Must be able to recognize when to request assistance.

- **Language:** Must possess the ability to communicate clearly and effectively, both orally and in writing, with a diverse range of people. Must be able to write legibly in English.
- **Math and computer skills:** Must be able to perform simple math functions (add, subtract, multiply and divide) in order to accurately complete timesheets, emails, nursing notes, nursing assessments, training checklists, and progress note templates for staff using word processing and spread sheet programs.

Work Environment:

- **Environment:** Office work will be performed in an office environment with florescent lighting and minimal opportunities for exposure to natural lighting throughout the workday. Moderate exposure to food/cooking odors. Dense staff population often requires sharing workspaces with minimal personal space and noticeable exposure to conversations and other distractions. Field work (home visits) will include exposure to a variety home environments. Driving with various road conditions, and varied levels of day or night time driving may be required with exposure to a variety of temperatures and walking surfaces.

Driving to and from family visits, meetings, trainings and other locations.

- Maintain Alaska Driver’s license.
- Maintain an acceptable driving record according to MSSCA standards.
- Operate personal vehicle in use for agency business in a safe manner and in accordance with Alaska State law and agency policies and practices.
- Report any driving violations within 24 hours to supervisor, whether or not the violation is work related.
- Maintain State of Alaska motor vehicle insurance policy requirements, on motor vehicle used to perform job duties and maintain a current copy on file with MSSCA Human Resources department.
- **Hazards:** Exposure to repetitive motion during data entry requires a high level of compliance with best practices of ergonomics, body mechanics and suggested breaks. May have exposure to blood and body fluids; during the occasional performance of 1st aid or CPR. This position may require de-escalating verbally or physically aggressive individuals, according to identified procedures, when working in the front area. Unpredictable employee interactions are also possible

Disclaimer: This job description reflects the agency’s best effort to describe the essential functions and qualifications of the job described. It is not an exhaustive statement of all the duties, responsibilities, or qualifications of the job. This document is not intended to exclude an opportunity for modifications consistent with providing reasonable accommodation. This is not intended to be a contract of employment. Your signature indicates you have read the job description and understand the essential functions and qualifications of the job.

Printed Name: _____

Employee Signature: _____ **Date:** _____

Prepared by: Melissa Muldoon
Approved by: John Cannon

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