



Job Announcement

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| Position: Registered Nurse | Department: Friendly Health Services |
| Location: Huntingtown, MD | Employment Status: Full-Time |
| FLSA: Exempt Grade: 16 | Compensation: \$66,327/\$31.89 per hour |
| Weeks Worked: 52 | Work Per Week: 40 + hours Monday – Friday, some evenings/weekends |
| Opening Date: August 01, 2024 | Closing Date: Until filled |

Summary of Job Description: The Registered Nurse will manage the adult daycare center in the absence of the Center Director. Responsible for assisting in the delivery of health care services under the direction and supervision of the Center Director. Must ensure that State health regulations and policies are followed.

Summary of Requirements: Must have completed a Registered Nursing program from an accredited school. A current license to practice nursing in the State of Maryland. Six month or more experience in a health care setting preferably nursing home or assisted living. Knowledge of care for the elderly disabled and specifically care for Alzheimer’s and dementia patients. Skills and proficiency using Microsoft Word, Excel, Outlook, or other software applications to retrieve data, create spreadsheets, and reports. Must always maintain confidentiality. Demonstrate skills to communicate effectively and professionally using tact and diplomacy with internal and external community. Clearly demonstrate team-building skills to establish and maintain good working relationships with colleagues, with an emphasis on tact, diplomacy, flexibility, collaboration, professionalism, and discretion.

Responsibilities and Duties:

Supervise other nursing care staff and others as assigned. Ensure CPR and First Aide certifications are current.

Assist Center Director and Services with collecting, analyzing, and monitoring the center’s monthly data and reports.

Manage and maintain all center supplies.

Lead the daily physical exercise for the participants.

Renew physician orders; manage medical appointments; call in refills to pharmacy.

Record observations on the participants level of functioning in the medical record; chart absences and occurrences.

Conduct monthly health monitoring of each participant to include checking weight and vital signs.

Distribute medications to participants and administer insulin, nebulizer, and GT feedings; monitor blood sugar.

Maintain an inventory of facility medical supplies and various administrative tasks as assigned.

Follow the participant's plan of care.

Interact with other agencies (Office on Aging, DSS, ARC, DHM and Admin).

Assist the Multi-disciplinary team with the POC implementing.

Assist participants with Activities of Daily Living.

Assist participants as needed with health care and personal needs.

Assist with preparing and serving participant meals as well as providing whatever assistance participants need to consume their meals. Also assist with cleaning up the facility upon the completion of the meal.

Assist participants in various group and individual activities as needed.

Accompany participants on field trips.

Assist with maintaining a clean and sanitary environment.

Other duties as assigned.

Licenses or Certificates:

Must possess a current license to practice nursing in the State of Maryland and CPR/First Aid.

Special Requirements:

State and Federal Bureau of Investigation Criminal Background Check, National Sex Offender Public Registry Check, Physical and TB Tine Test and/or Chest X-Ray Test at time of employment and annually, or by physician requirement, thereafter, and Pre-Employment, Random, Post-Accident Drug and Alcohol testing.

Physical Demands:

Work requires extensive physical effort: bending, stooping, reaching, pushing, pulling, standing, and lifting as patient needs require.

| Applications Accepted By: Mail and Online | |
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| Mail to: SMTCCAC, Inc. - Human Resources Dept. P.O. Box 280 Hughesville, MD 20637 | Online at: www.smtccac.org |
| Required Documents: The following documents are required based on job: In addition to your application and resume please provide a copy of your high school diploma, degree and/or a copy of your college transcripts. Applications and Documents submitted with missing information will not be considered. Do not send applications via Fax. | |

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