

**DEPARTMENT: Residential Services Date: February 2025**

**JOB TITLE: RN Nurse – Part Time** **Band: 5**

 **STATUS: Non-Exempt**

**QUALIFICATIONS**

**Education/Experience**

* **Current and valid RN license**
* **Completed or eligible to take OASAS oversight of Patient Self Administration of Medication Part I and Part II.**
* **A minimum of 1 year experience working with the mental health and or substance use disorder population.**

**Experience**

* **Experience in program and staff planning and development.**
* **Demonstrated ability to supervise and train others.**

**Skills**

* **Demonstrates ability to establish and maintain a professional manner, relationships with clientele and personnel within and outside the Agency, and to work closely with direct care staff.**
* **Ability to communicate orally and in written form in an organized and concise manner.**
* **New York State Driver’s License with 4 points or less.**
* **Must demonstrate those general skills and personality traits deemed necessary to successfully meet the demands of the position.**

**RESPONSIBLE TO**

**OASAS Program Manager**

**Major Functions/Essential Responsibilities**

* **Training of staff for the administration of medication and oversight in OMH/OASAS programs.**
* **Provide educational counseling to residents on prevention and treatment of transmissible infections such as HIV, viral hepatitis, TB, and infection control.**
* **Reviewing of all medical records.**
* **Correspond with medical providers as needed.**
* **Participate in treatment planning.**
* **Participate in Agency incident review committee.**
* **Provide staff training annually on transmissible infections, such as TB, HIV, viral hepatitis, and infection control procedures.**
* **Education provided medications for addiction treatment.**
* **OASAS – Act as Health Coordinator to ensure provision of education for risk reduction, counseling, and referral services to all residents re: HIV, TB, Viral hepatitis sexually transmitted infections and other transmissible infections.**
* **Adhere to mandatory reporting requirements and HIPPA laws.**
* **Ensure compliance with all pertinent government and agency regulations and operating standards.**
* **Establish a work environment that creates positive communication between supervisors and employees and assimilates new employees to the Agency’s culture and mission.**

**Catholic Charities Agency and Community Related**

* **Attending all internal staff meetings and program related meetings, as necessary.**
* **Participate in in-service training sessions, workshops, conferences and/or continuing education programs within Catholic Charities or the larger community, as necessary.**
* **Participate in other duties, programs and activities with the Department as directed.**