

**Arkansas Valley Community Center**  
**1500 San Juan Avenue**  
**La Junta, CO 81050**

Locator: E6  
Position Title: Community Services Nurse I  
Department: Adult Services  
Reports To: Adult Services Director  
FLSA Status: Exempt  
Prepared By: J. Davidson                      Revised: 10/03/00  
Approved By: Signature on file              Date:

**SUMMARY:** The Community Services Nurse 1 is responsible to assist the organization in determining and meeting the health needs of consumers. Prepares health care plans for consumers and supervises the implementation of required health care procedures. This position assumes responsibility for medical emergencies and on-call duties.

**ESSENTIAL DUTIES AND RESPONSIBILITIES.** *Other duties may be assigned.*

1. Complete health summary and screenings for assigned consumers and new referrals as assigned. The summary will be available in written form for the staffing or review conferences.
2. Obtain health providers, i.e. primary physician, dentist, specialists and consultants as needed for consumer assigned to ensure complete health care needs are met.
3. Responsible for maintaining a current health record on assigned consumers, including immunizations, up-dated screenings, annual physicals, medical records, dental records, etc.
4. Be available to consult with consumers, staff, and families or guardians regarding health concerns.
5. Assess and study the health needs of the consumer, assist and arrange for residential consumers to obtain health care and follow-up.
6. Monitor State required procedures during hours when consumers and staff are in the home in assigned residential facilities of AVCC including weekly or monthly (as assigned) home visits to check medical records, medication labels and orders, medical records, and to check on medical issues.
7. Monitor environmental health issues in day program and residential areas as they relate to contagious disease and infection-producing situation.
8. Updating and assisting with writing Behavior Development Plans and tracking sheets for individuals psychotropic medications.
9. Assist staff in assigned residential facilities in planning special diets as required by individual consumer health needs.
10. Assist with staff training in areas relating to medical/health concerns as requested by supervisor.
11. Supervise Community Services Nursing Assistants.
12. Frequent monitoring of health concerns for assigned individuals.
13. Contribute to the formation of program planning for the AVCC.
14. Assume duties of medical/emergency call for after hours/weekends as assigned by supervisor.
15. Must be able to perform Lifting and Transferring techniques as trained and pass written and performance testing.
16. Pass the Medication Administration test with no more than two attempts and follow the correct medication procedures when administering medications or supervision consumers whom self-medicate.
17. Participate in staff training activities and staff meetings, as outlined in the agency's staff development curriculum.
18. Follow AVCC policies and procedures in carrying out duties.
19. Due to nature of this position, staff assumes responsibility for medical emergencies and on-call duties.
20. Driving of agency and personal vehicles as necessary for transportation of consumers as per plan requirements and as need for agency business.
21. Perform other duties as assigned by supervisor.

**SUPERVISORY RESPONSIBILITIES:**

The Adult Services Director provides supervision of this position. In general, this position requires that the individual work independently approximately 85-90% of the time.

***QUALIFICATION REQUIREMENTS:*** *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.*

**MINIMUM/PREFERRED QUALIFICATIONS:**

***Minimum:*** This position requires a high school/GED diploma, and a Licensed Practical Nurse Degree. Must be at least 18 years of age. Persons hired into this position must be licensed drivers and have reliable transportation. If current license is from out-of-state, a valid Colorado Driver's License is required within thirty days of hire. Background check, reference and motor vehicle checks must be passed. Current motor vehicle insurance is required. Driving is an essential job duty.

***Preferred:*** A minimum of 6 months to one year in the field of nursing. Experience in long-term care or home care helpful.

**CERTIFICATES, LICENSES, REGISTRATIONS:**

Current license from the State of Colorado to practice as a Licensed Practical Nurse.

***PHYSICAL DEMANDS:*** *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.*

While performing the duties of this job, the employee will occasionally sit, walk, and stand. Occasionally movement that requires twisting at the neck and/or trunk more than the average person, squatting/stooping/kneeling, reaching above the head, and forward motion will be required. The employee will continuously be required to repeat the same hand, arm, or finger motion many times. Ability to operate a personal computer and related software. Specific vision abilities required by this job include close, distance, and depth perception. The employee must be able to communicate through speech with consumers and public. Hearing requirements include conversation in both quiet and noisy environments. The employee must occasionally lift and/or move and push up to 90 pounds such as consumers and consumers in wheelchairs. Lifting may require floor to waist, waist to shoulder, or shoulder to overhead movement. Ability to visit various sites. This position demands tolerance for various levels of stress.

***WORK ENVIRONMENT:*** *The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.*

The noise level in the work environment is usually moderate. The employee is frequently exposed to infection at a greater risk than the average person. The employee is directly responsible for the safety, well being of consumers. Occasionally this position requires working irregular or extended work hours. Employee must be able to meet deadlines with severe time constraints.

***SKILL/ABILITY REQUIREMENTS:*** *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.*

**LANGUAGE SKILLS:**

Ability to read, analyze, and interpret scientific and technical journals, financial reports, and legal documents. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of administrators, managers, employees, consumers, consumer's parents, and/or the general public is required.

**MATHEMATICAL SKILLS:**

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.

**REASONING ABILITY:**

Ability to solve practical problems and deal with a variety of concrete variables in standardized situations.

**OTHER SKILLS and ABILITIES:**

Ability to work with others, with system issues, and a willingness and ability to work within designated time frames. Patience in dealing with consumers and parents. Ability to develop effective working relationships with a variety of people. Good communication skill and ability to work with others as a team is a must. Ability to communicate clearly and concisely, both orally and in writing. Ability to perform duties with awareness of all organization requirements and agency policies.

**A specific listing of Physical Abilities/Working Conditions can be obtained from the Director of Human Resources.**

**THE ARKANSAS VALLEY COMMUNITY CENTER IS AN "AT WILL" EMPLOYER. EMPLOYMENT BETWEEN THE PARTIES IS INDEFINITE AND IS TERMINABLE AT THE WILL OF EITHER OF THE PARTIES AND MAY BE TERMINATED AT ANY TIME FOR ANY REASON.**

\_\_\_\_\_  
Employee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor

\_\_\_\_\_  
Date