



Nurse Program Coordinate Job Description

LAMOUR Community Health Institute and LBD Counseling and Consulting Clinic was developed to provide an essential link between the community, the health care and human services system. Our counselors and staff are multicultural providers that speak and understand the cultural needs of the community. Our specialty is using a blend of Dialectical behavior therapy (DBT) integrated into our behavioral health program services that meet the needs of children, adolescents, families and adults.

We are a Multi Services Community Based Agency that is committed to advocating and providing community based, culturally-competent, and comprehensive programming services. We have a responsibility to the communities we serve and to the staff we employ to help them develop their potential.

LOCATION: Serving Randolph main office, Boston & Southeast surrounding cities

JOB SUMMARY: Ensuring patients met medical necessity criteria for Adult Foster Care (AFC) & Adult Group Foster Care (AGFC), Money Follows the Person Community Living (MFP-CL) Waiver, Autism Spectrum Disorder Home and Community Based Services Waiver, Early Intervention and Outpatient programs. By completing and signing the designated screening tool as required for MassHealth payment and completing the MDS-HC or CDS for Adult Foster Care and other nursing assessments and coordinating all other applicable clinical assessments, developing and reviewing on an ongoing basis each patient for treatment plan of care, selecting, training, evaluating, and supervising AFC caregivers in conjunction with individual support and community habilitation care manager, reviewing the physician summary; monitoring the health status of all patients to ensure that all needed AFC is properly deliver, reporting changes in the health status of any member to the member's physician; periodically reviewing AFC caregiver logs; conducting ongoing home and -site visits with each member at the qualified setting bimonthly (alternating with the bimonthly visit by the care manager) for Level I, and monthly or more often as the member's condition warrants for Level II, completing a nursing progress note corresponding with each on-site visit or encounter, or more often as the member's condition warrants; submitting a semiannual health-status report to the member's primary care physician, planning for and implementing discharges from the program; conducting an orientation for each staff supervising AFC caregiver before the AFC caregiver begins personal care and providing ongoing training to AFC caregivers on health and aging.

QUALIFICATIONS: Must be at least Bachelor's degree from accredited nursing program, current in good standing with the State licensing Massachusetts Board of Registration in Nursing as an NR and minimum of two (2) year Psychiatric or direct work with disability population experience. Cognitive skills as related to the position

Knowledge of:

- Professional nursing principles, procedures, and techniques used in the care and treatment of psychiatric patients. Social, psychological, and physical factors of mental and emotional disorders. Medical and psychological terminology. Medications, including psychotropic drugs, and effects on psychiatric patients. Control, preparation and administration of medications. Symptoms and behavior patterns of emotionally disturbed mentally ill patients. Medical and psychiatric emergency procedures.

RESPONSIBILITIES

- Works with clinical and case management staff to coordinate care and assist in treatment plans for clients; and to perform related work.



- Psychiatric Nurses provide direct and individualized nursing care to patients based on the application of scientific nursing principles. In addition to basic nursing care, responsibilities of Psychiatric Nurses
- Completes physical & mental health assessments
- Plans and provides nursing care for patients.
- Develops care plans for patients, helping them be as independent as possible
- Administers and monitors treatment regimens
- Administers prescribed medications, making constant adjustments commensurate with a patient's condition under the supervision of qualified medical staff
- Makes nursing diagnosis of the medical and emotional status of patients and recommends treatment options.
- Consults with psychiatrists and other behavioral health staff in designing appropriate treatment plans for clients.
- Administers and notes reactions to psychotropic drugs and other medications.
- Arranges further medical attention when necessary.
- Assists the client in understanding the nature of emotional disturbances and accepting the need for treatment.
- Assists in maintaining a safe and secure environment for staff and patients. Test for vital signs of pain and ensures treatments of pain.
- Documents all patient information on medical charts and follows physician's written orders. Maintains patient confidentiality.
- Maintains accurate records and documentation of patient treatments, immunizations and laboratory results according to standard medical recordkeeping.
- Observes and reports behavioral changes
- Maintains control of drugs and medications
- Helps patients improve their coping abilities
- Works with patients' families to help improve the patient's abilities & help them deal with family member's mental illness
- Records all care information concisely, accurately and completely, in a timely manner, in the appropriate format and on the appropriate forms
- Performs other position-related duties as assigned, depending on assignment setting
- Depending on exercise supervision over lower level staff.

**Must be able to operate a motor vehicle and travel locally (as required by Plan).*

KEY SKILLS & BEHAVIOR:

- Strong analytical skills and interpersonal skills willing to work directly with patients
- Ability to communicate effectively within a variety of situations and diverse populations
- Ability to work independently and as part of a team
- Excellent time management skills

SALARY & BENEFITS:

- Contracted \$25-40 per hour
- Must have flexible schedule 8:00am to 7:30pm as some evenings and weekends

TO APPLY:

Email cover letter and resume to HR@lamourgroupp.org

Please see our website at <http://lamourgroupp.org/>