

**CITY OF CRANSTON, RHODE ISLAND
DEPARTMENT OF PERSONNEL
ANNOUNCES AN OPENING FOR
REGISTERED NURSE- PART TIME**

SALARY: \$22.50 per hour (Approximately 19.5 hours/weekly)

Application must be received on or before Tuesday, October 31, 2017, at 4:30 pm, in the Office of the Personnel Director, Room 107, Cranston City Hall, 869 Park Ave., Cranston, R.I. 02910. Application and job announcement are available in the Personnel office and on the Personnel webpage at www.cranstonri.com.

GENERAL CHARACTERISTICS:

This is a part-time position within the Department of Senior Services. Reports directly to the Director of Adult Day Services. In absence of Director, RN to assume all supervisory and administrative responsibilities. Must be able to work independently and exercise good judgement.

ILLUSTRATIVE EXAMPLES OF WORK:

- Interviews and assesses potential clients during home visits and during the intake process. Develops a Person Centered Plan of Care based on intake, interview, assessment and diagnosis.
- Assesses, plans, implements and evaluates Adult Day Service clients' Plan of Care per DOHHS regulations. Updates Plan of Care each Quarterly Review in collaboration with each discipline (PT, OT, Case Management, Activity Coordinator and Nursing Staff).
- Teaches and promotes good health habits and nutrition in a client group setting every 3rd week, and individually with client and family as needed.
- Maintains knowledge of new trends and developments in Geriatric Field.
- Maintains and updates records, and tabulates needed supplies for the nursing office on a monthly basis.
- Maintains client confidentiality and privacy per the HIPPA and regulations of the DOHHS and DEA.
- Documents discharge in Nursing Notes including reason for discharge and last day of client attendance.
- Administers oral/injectable medications as ordered by client physician.
- Provides nursing care as needed to maintain client well-being.
- Updates medication sheets prn and the beginning of each month.

- Completes nutrition projection each week. Orders amount of meals through the Senior Enrichment kitchen and supervises special diets (allergies, cardiac diet, low NA, etc.).
- Attends all staff meetings, in-services and client Quarterly Reviews. Reports client conditions, progress and any change in Plan of Care to disciplines, client and families during Quarterly Review.
- Performs other related duties as required for a minimum of 6.5 hours per day 3 days per week.
- Must be flexible and coordinate working hours with other nursing staff.

PROFESSIONAL REQUIREMENTS:

- Graduate from a Certified School of Nursing and two (2) years' medical/surgical experience in hospital setting;
- Current licensure to practice as a Registered Nurse in the State of Rhode Island; and
- Nursing liability insurance.