



The Arc of Central Alabama: Job Posting

Job Title: Registered Nurse (RN)	Job Code:
Department: Medical Services (Nursing)	FLSA Status: Non- exempt
Reports to: Director	
Work Schedule: Shifts vary	

Job Duties:

- Perform skilled nursing functions including:
 - Catheterization, clean or sterile
 - Administration of injectable medications
 - Calculation of medication dosages other than measuring a prescribed amount of liquid medication or breaking a scored tablet
 - Gastric tube feedings
 - Invasive procedures
 - Sterile procedures
 - Receipt of verbal or telephone orders from a licensed prescriber
- Delegate tasks to License Practical Nurses and Clinical Aide staff
- Instruct MAC Workers on proper medication administration techniques and procedures
- Check in medications monthly and as needed, ensuring accuracy in regard to physicians' orders; make accurate changes to Medication Administration Records as needed for medication administration
- Review records of people served (post hospital or clinic appointments); follow up to ensure physician orders are completed
 - Train staff on all precautionary measures related to assisting people served with communicable diseases
 - Train staff or care providers on medical treatments as ordered by physicians
 - Visit agency homes to assess people served (post-hospital) and ensure physician orders are followed
 - Serve as a liaison between health care professionals, people served, and their families
- Maintain records
 - Complete documentation regarding care provided
 - Complete monthly Medicaid billing for skilled nursing services provided to people served
- Delegate tasks related to the delivery of prescribed medications to unlicensed staff; monitor as needed
 - Serve as on-call nurse in the Nurse Delegation Program on a rotating basis with other MAS nurses
 - Obtain MAS Certification and maintain current status



- Check medications for community participants (people served)
- Prepare MARs (Medication Administration Records) for day/work programs
- Attend in-service training and meetings as needed
- Perform other duties as assigned

Knowledge, Skills and Abilities Required:

- Must be a Registered Nurse, Licensed by Alabama Board of Nursing
- Must have excellent written and verbal communication skills
- Must have strong organizational skills
- Must have reliable transportation and valid driver's license; must be insurable by the agency's insurance

Physical Requirements:

- Frequent lifting, standing, walking, pulling, restraining, and walking up and down stairs
- Must be able to perform outdoor physical activities
- Must be able to drive an Arc vehicle

Apply online at www.arcofcentralalabama.org/about/careers/ or in person.

Blount County 615 Fairgrounds Ave; Oneonta, AL 35121

Jefferson County 5348 Oporto Madrid Blvd South; Birmingham, AL 35210

EOE/M/F/Vet/Disabled