

## JOB DESCRIPTION

**Position:** Registered Nurse (RN)

**Position Summary:** The ACT Team is charged with assisting people who are chronically homeless in Miami-Dade County with long-term supportive housing. The Team provides management of illness and symptoms, guidance and practical assistance with daily living, rehabilitation and recovery support to help clients remain housed. The ACT Team Nurse is responsible for providing management and administration of medication; conducting comprehensive clinical assessments; assessing physical health needs; making appropriate referrals to community physicians; providing a range of treatment, rehabilitation, and support services. In doing so, the Nurse works collaboratively with the Psychiatrist, Clinicians, and Case Managers. The model is considered low demand and is based on client choice. It is also non-traditional in that all Team members “share” the client and related responsibilities

**Qualifications Required:**

- Ability to understand and practice the mission of Camillus House.
- **Education:** Must be licensed to practice in the State of Florida as a Registered Nurse
- **Experience:** A minimum of 2 years of experience in the same or similar job role is preferred.
- **Language:** Proficiency in oral/written English; Spanish preferred; additional languages a plus (i.e. Creole).
- **Skills:** Computer literacy required (Word, Excel, other data entry programs)
- Successful completion of Toxicology test and of a Level 2 Background Screening.
- Successful completion of Level II screening
- Valid FL Driver License with clean driving record is required for this position.

**Qualifications Preferred:**

- Culturally sensitive to the social, psychological and healthcare needs of the vulnerable populations serviced.
- Strong organizational, interpersonal and communication skills in order to meet deadlines and handle multiple tasks.
- Demonstrates a high level of productivity while remaining calm and effective under pressure.
- A self-starter with demonstrated ability to work independently, as well as, with multidisciplinary teams and co-workers.
- Ability to maintain a high level of poise and professionalism in all circumstances.

**Responsibilities:**

- Commitment to the Values and Mission of the Brothers of St. John of God as witnessed through Camillus House and Health in serving the needs of the underserved populations.

**Hospitality:** Create an environment where people can feel welcomed, comfortable, understood, esteemed and loved.

**Respect:** Recognize the richness of God’s gifts and His presence in every person regardless of age, situation in life, culture or religion.

**Spirituality:** Nurture a brighter, happier and richer life in time of suffering and struggle; empowering confidence in living with joy.

**Quality:** Work toward creating centers of excellence; fostering continuous improvement.

**Responsibility:** Encourage cooperation as a way of promoting standards of competency, efficiency and accountability as we carry out our duties in the Mission.

- Provides patient assessment, treatment interventions, and related aspects of care within the scope of nursing practice including, but not limited to:
  - Obtains and documents pertinent history related to patient’s health and psychosocial status.
  - Measurement of vital signs, phlebotomy and simple laboratory procedures, electrocardiograms, wound care and spirometry and prescribed by a licensed physician/advanced registered nurse practitioner (ARNP).

- Administration of medications and immunizations as prescribed by a licensed physician/ARNP.
- Assists with medication management as prescribed by a licensed physician/ARNP.
- Manage pharmaceuticals and medical supplies.
- Prepares educational materials for patients. Topics such as current protocols for disease management to be included and any other related information considered helpful for the patient.
- Coordinate, schedule, and administer medical assessments of client physical health, making appropriate referrals to community physicians for further assessment and treatment, and coordinate psychiatric treatment with medical treatment.
- Conduct or participate in comprehensive clinical assessments to include assessment of: psychiatric history (e.g., onset, course and effect of illness, past treatment and responses, and risk behaviors), mental status, and diagnosis; physical health and dental health; use of drugs or alcohol; education and employment; social development and functioning; activities of daily living (e.g., self-care, living situation, nutrition, money management); and family structure and relationships.
- Revise and update client's treatment plan as necessary per result of ongoing assessment activities.
- Develop and maintain cooperative and collaborative working relationships with members of the client system.
- Participate in treatment, rehabilitation (e.g. skill building, socialization, ADL's, housing), and support services.
- Make referrals to recommended services as appropriate and ensure continuity of care as client moves across levels of care.
- Develop and implement crisis stabilization plans for clients.
- Identify and intervene to address barriers that impede the development of skills necessary for independent functioning in the community.
- Coordinate and assist clients with community re-entry following hospitalization, residential services, and other levels of care.
- Maintain client confidentiality in adherence to HIPPA regulations.
- Complete in a timely manner, accurate clinical documentation of all services, interventions and client related activities.
- Cooperatively and actively participate in all assigned staff and supervisory meetings as well as in service trainings and staff development activities.
- Work with supervisor to self-identify training and supervision needs, and ensure services to clients are provided only within the scope of current expertise and abilities.
- Participate in daily staff organizational meetings and treatment planning review meetings as required.

Cooperatively perform other duties as assigned.

**Essential Skills and Experience:**

- Service coordination
- Crisis assessment and intervention
- Symptom assessment and management
- Prescription medication administration
- Conducting individual, family, and community needs assessments; developing, implementing, and evaluating related services.
- Observing, identifying, and screening for medical and psychological problems; responding in appropriate professional manner.

**Work Environment:**

The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level of the work environment can range from low to moderate.

**Physical  
Requirements:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently required to sit, stand, walk, stoop, reach above and below shoulders; use hand and finger dexterity, keyboarding and making and receiving telephone calls. The employee may be required on occasion to lift and/or carry up to 20lbs.

**Work Schedule:**

- Mondays through Fridays, 8am-5pm (Evening and weekends as needed).