



**STATE OF OREGON  
DEPARTMENT OF HUMAN SERVICES  
POSITION DESCRIPTION**

**Position Revised Date:**  
**This position is:**

**Agency:** Department of Human Services

**Division:** State Operated Community Program (SOCP)

New  Revised

- Classified
- Unclassified
- Executive service
- Mgmt Svc – Supervisory
- Mgmt Svc – Managerial
- Mgmt Svc – Confidential

**SECTION 1. POSITION INFORMATION**

<p>a. Classification Title: Mental Health Registered Nurse Outreach</p> <p>c. Effective Date:</p> <p>e. Working Title: Registered Nurse</p> <p>g. Section Title: State Operated Community Program (SOCP)</p> <p>i. Employee Name:</p> <p>k. Work Location (City-County):</p> <p>l. Nurse Manager (optional): Linda D. Fiegi, RN, MSN</p>	<p>b. Classification No: C6208</p> <p>d. Position No:</p> <p>f. Agency No: 10000</p> <p>h. Budget Authorization No: (12 #'s-get from personnel)</p> <p>j. Representation Code: NMG</p>
<p>m. Position: <input checked="" type="checkbox"/> Permanent <input type="checkbox"/> Seasonal <input type="checkbox"/> Limited duration <input type="checkbox"/> Academic Year  <input checked="" type="checkbox"/> Full Time <input type="checkbox"/> Part Time <input type="checkbox"/> Intermittent <input type="checkbox"/> Job Share</p>	
<p>n. FLSA: <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Non-Exempt</p>	<p>If Exempt: <input type="checkbox"/> Executive <input checked="" type="checkbox"/> Professional <input type="checkbox"/> Administrative</p>
<p>o. Eligible for Overtime: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p>	

**SECTION 2. PROGRAM AND POSITION INFORMATION**

a. Describe the program in which this position exists. Include program purpose, who's affected, size, and scope. Include relationship to agency mission.

The legislature created the Department of Human Services (DHS) in 1971 by bringing together the state's principal human services agencies. The department, with more than 9,400 positions and a budget of more than \$9.3 billion, administers more than 250 programs. The DHS mission is "Assisting people to become independent, healthy and safe." The department's work is organized around four broad goals: People are healthy, people are safe, people are living as independently as possible, and people are able to support themselves and their families. Each goal is supported by specific measurable outcomes. This approach – stating goals, measuring results, and reporting progress to the public – reflects the department's commitment to better outcomes for clients and communities. Because many clients have multiple needs, the department is integrating services, seeking to bring a broad range of supports within easy reach of each client or family. This approach, recognized as pioneering in the nation, requires close collaboration among staff within the department and with local governments, service providers and other partners.

This position is located in DHS, Seniors and People with Disabilities Cluster, State Operated Community Program (SOCP). As a component of the US Department of Justice consent decree and downsizing plan, SOCP provides service to the highest risk portion of the individuals that lived at Fairview Training Center before its closure or to high-risk individuals who would have been committed for ICF/MR institutional care. SOCP provides 24-hour residential care and supervision to Oregon people with developmental disabilities who represent the most risk to the public at large, their peers, or themselves. SOCP provides residential care and vocational support, which includes health and medical care, behavioral support, personal care, vocational training, job support, education, recreation, psychological services and community integration. SOCP is dedicated to providing the support necessary to maintain the quality of life, achieve the highest possible level of

independence and promote social opportunities, which benefit the individuals and the community. The program has 26 homes and 3 crisis homes, supporting adults and children, located in eight counties, approx. 650 employees and supports approx. 125 individuals. Each individual residing in the program has an Individual Support Plan (ISP) that emphasizes community integration, independence, and productivity, has daily implementation agendas, and is monitored by county case management.

b. Describe the primary purpose of this position, and how it functions within this program. Complete this statement:

The primary purpose of this position which is under the supervision of a Nurse Supervisor is to ensure all nursing and medical needs of clients are met in both medical and behavioral group homes. This may include working closely with the primary physician, respiratory therapists, pharmacists, physician specialists, program team members, licensed practical nurses and direct care staff.

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### **SECTION 3. DESCRIPTION OF DUTIES**

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List the major duties of the position. State the percentage of time for each duty. Mark "N" for new duties, "R" for revised duties or "NC" for no change in duties. Indicate whether the duty is an "Essential" (E) or "Non-Essential" (NE) function.

The following are general expectations for performance of the duties listed below: establishes and maintains professional and collaborative working relationships with all contacts; contributes to a positive, respectful, and productive work environment for clients and staff; maintains regular and punctual attendance; maintains a valid driver's license and the ability to drive; and follows SOCP "Code of Conduct".

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<b>% of time</b>	<b>N/R/NC</b>	<b>E/NE</b>	<b>DUTIES</b>

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40%

R

E

Responsible for ensuring all medical and related needs of the clients are met through delegation of tasks, trainings, on going education of direct care staff and licensed practical nurses, developing nurse-client relationships, assessment of new clients, and working closely with the nursing supervisor, program managers and administrator to ensure the appropriate care is delivered to the clients.

Responsible for ensuring all medical and related needs of clients are met through collaboration with physician, physical therapists, occupational and respiratory therapy consultants, and pharmacists.

Major duties:

Ensure all medical and related needs of clients are met as directed.

Maintain individual medical files in a complete, accurate manner as directed.

Participate in monthlies at behavioral group homes where there is a nursing care plan and/or nurse client relationship.

Ensure all nursing care plans, limited nursing care plans and assessments are in place for clients receiving services from the Outreach Nurse.

Ensure all delegated tasks and trainings are in place and up to date according the Nurse Practice Act.

Ensure all documentation of delegated tasks and trainings are in place and up to date. Training books for nursing delegation and trainings to be kept at each group home.

Provide daily support as needed for the licensed practical nurses and initiate any client assessment and admission nursing care plan where licensed practical nurses are stationed.

Maintain accurate, legible records as related to delegated tasks, trainings, client interactions and needs.

Ability to be a self starter, flexible, time manager and team member and task oriented.

Maintain a daily timeline and weekly schedule planner.

20%

NC

E

Documenting and training staff on all medically related issues including Nursing Care Plan, writing and revising current medical protocols and any other healthcare related procedures or protocols.

20%	NC	E	Following and revising as needed Nursing Care Plan for each client and communicating as needed with client's primary physician.  Maintaining copies of all physician orders/physician visitation reports.  Obtaining and maintaining all physician phone orders and ensuring they are properly signed.  Documenting changes in status, concerns or information from all health care professionals.
10%	NC	E	Maintaining copies of all physician orders/physician visitation reports. Participate on the Individual Support Plan (ISP) Team as requested and ensure clients medical/treatment needs are incorporated into the ISP.
10%	NC	E	Follow and remain knowledgeable of established policies, procedures and guidelines to support SOCP mission.

#### **SECTION 4. WORKING CONDITIONS**

**Describe any on-going working conditions. Include any physical, sensory, and environmental demands. State the frequency of exposure to these conditions.**

Group Home environment working with clients, some who have the potential to be behaviorally aggressive, direct patient care staff and licensed staff.

Employees in this position may be required to work a flexible work schedule as a condition of employment. This is understood to mean while the normal working hours are 8 am to 5 pm there may be training needs outside those hours. The hiring supervisor will determine work schedule specifics as needed to meet the needs of the clients and SOCP program.

Evening and weekend work may be required occasionally.

On-Call status as designated by schedule (every 4 to 5 weeks) which starts Friday 5pm until Monday 8am. It is a compensated status.

You must have a valid Oregon Driver's License and a good driving record. If not, you must be able to provide an acceptable, alternate method of transportation.

Frequent daily lifting up to 75 lbs involving transferring, positioning and moving individuals.

Frequent daily squatting, bending, and stooping.

Exposure to infectious diseases and body fluids.

Daily exposure to household and industrial strength cleaning agents, detergents.

Exposure to a variety of work settings both within the home(s) and the community.

Must maintain a valid State of Oregon Registered Nurse License.

Must Maintain 12 continuing educational units annually

Must attend and participate in staff meetings and mandatory trainings.

Must maintain a valid driver's license.

Must Have Up to date CPR

Frequent contact with the public and other agency personnel.

Annual BloodBorne Pathogen Training

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## **SECTION 5. GUIDELINES**

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List any established guidelines used in this position, such as state or federal laws or regulations, policies, manuals, or desk procedures.

OAR (Chapter 411, Division 325) Comprehensive 24-hour Residential Services for Children and Adults with Developmental Disabilities

SOCP Policies and Procedures Manual

DHS Rules, Policies, and Procedures

Oregon Intervention System (OIS)

SOCP Code of Conduct

SOCP Medication Administration Procedures

Fire Marshall Regulations

State of Oregon Motor Vehicle Rules

State and Federal Sanitation Requirements

Health Insurance Portability and Accountability Act (HIPAA)

State of Oregon Nursing Standards

a. How are these guidelines used?

To provide framework required to provide care, training, support and treatment for the individuals and to establish criteria for employee conduct.

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## **SECTION 6. WORK CONTACTS**

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With whom, outside of co-workers in this work unit, must the employee in this position regularly come in contact?

Who contacted	How	Purpose	How Often?
Individuals	Person	Instruct/Monitor/Support	Daily
Site Manager	Person/phone	Exchange information	Daily
Nurse Manager	Person/phone	Exchange information	Daily
Program Managers	Person/phone	Exchange information	As needed

County Case Manager	Person/phone	Exchange information	As needed
Physician(s)	Person/phone	Exchange medical information	As needed
Other Healthcare Professionals	Person/phone	Exchange health information	As needed
Pharmacist	Person/phone	Exchange health information	As needed
Parent/Guardian	Person/phone	Exchange information	As needed
Public	Person/phone	Exchange information	As needed

**SECTION 7. POSITION RELATED DECISION MAKING**

Describe the typical decisions of this position. Explain the direct effect of these decisions.

Decides and reports any special problems that occur to supervisor and brings concerns to supervisor. Decisions are generally situational and could impact the health and safety of individuals supported.

Oversee direct support staff regarding medically related needs of the clients.

Makes medically related decisions to ensure health of client. Identifying and taking action in the event of illness and/or injury, medication administration, etc.

**SECTION 8. REVIEW OF WORK**

Who reviews the work of the position?

Classification Title	Position Number	How	How Often	Purpose of Review
Nurse Manager	6209	Verbally	As needed	To lend support for accomplishments and areas needing improvement. To ensure adherence to rules, policies, procedures.
Nurse Manager	6209	Written Evaluation	Yearly	To outline work performance for the year.

**SECTION 9. OVERSIGHT FUNCTIONS**

- a. How many employees are directly supervised by this position? 0
- How many employees are supervised through a subordinate supervisor? 0
- b. Which of the following activities does this position do?
 

<ul style="list-style-type: none"> <li>0 Plan work</li> <li>0 Assigns work</li> <li>0 Approves work</li> <li>0 Responds to grievances</li> <li>0 Disciplines and rewards</li> </ul>	<ul style="list-style-type: none"> <li>Coordinates schedules</li> <li>0 Hires and discharges</li> <li>0 Recommends hiring</li> <li>0 Gives input for performance evaluations</li> <li>0 Prepares &amp; signs performance evaluations</li> </ul>
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**SECTION 10. ADDITIONAL POSITION-RELATED INFORMATION**

ADDITIONAL REQUIRMENTS: List any knowledge, skills, certificates and licenses needed at time of SOCP Outreach Nurse Position Description (11/11)

