



Job Posting

Posted: 7/1/2019 – Closing Date: Until Positions are Filled

Job Title: Nurse Specialist (Licensed Practical Nurse)
Department: Central Pennsylvania Residential Programs (covering the Hershey & Harrisburg PA)
Reports To: Director of Clinical Supports and Wellness
FLSA/Internal Code: Non-Exempt, Part Time L3 (10 hours per week); **Anticipated Salary Range:** \$ 17.00 – 18.00 per hour

Qualifications: Minimum qualifications include:

- Licensed Practical Nursing Diploma and/or certification from an accredited LPN Program or College; Registered LPN Licensed in the State of Pennsylvania. Minimum of two (2) years' experience working with individuals with disabilities preferred;
- Excellent organizational and computer skills. Strong administrative skills to support the Program Director, Clinical and Program Team(s). Strong presentation skills, interpersonal and problem solving skills and ability to work independently and as part of a team;
- Ability to meet both the physical and essential requirements of the position as outlined in job description.
- Work experience in an industry that support individuals (adults and children) with autism, intellectual and developmental disabilities are preferred to understand the work of the staff supported in this position. Ability to support consumers as needed.
- Possess a valid driver's license and two years driving experience. Ability to provide proof of a registered and insured vehicle for rare instance where the incumbent may be required to transport supported individuals in emergency medical situations;
- Ability to manage and support Healthcare Paperwork for each Consumer supported and maintains a filing system which tracks Lifetime Medical information. Ability to perform all office related projects which include supplies, file maintenance and other projects;
- Excellent organizational and computer skills; demonstrates proficiency in reading and writing. Demonstrated proficiency with Microsoft Office;
- Ability to meet both the physical and essential requirements of the position as outlined in job description.

Summary of Responsibilities:

The successful candidate will have formal training, possess PA State/Board approved LPN registered and 2+ years of nursing experience. The incumbent will have experience working with (and to support) individuals with various disabilities, dual diagnosis, have knowledge of Residential Programs supporting individuals, adults and/or children, with disabilities (preferred) and dual diagnosis.

Under the supervision of the Director of Clinical Supports and Wellness, the position(s) provides nursing care to individuals with developmental, intellectual, physical disabilities and dual diagnosis. Works as a member of the Clinical Team and contributes in a team support capacity to assure that accurate and comprehensive medical records are maintained and health care services are provided for the Individuals supported. The position will be responsible for providing support throughout our Pennsylvania Program (Central), assuring regulatory compliance and quality Healthcare Services.

The position will be responsible for:

1. Data entry of medical records; attendance at medical appointments; medication, etc. with and on behalf of Individuals as needed;
2. Performing health care training for Direct Support Staff and Individuals in alignment with medical recommendations, medical conditions/diagnosis. Works with Program Services and Support Staff to assure compliance with regulatory requirements and the standard of care in accordance with established regulations;
3. Providing services to ensure that Individual healthcare needs are met and maintained; Assist the Clinical Supports and Wellness Team with the completion of Recommendations and Action Plans on behalf of our Individuals. Follow up on 30 Day Final Report; Follow up on Report of Findings, etc.
4. Works in conjunction with other members of the Wellness Team to deliver support to designated Program Sites in Hershey and Harrisburg Pennsylvania and the Individuals residing at these Programs.

External candidates interested in applying for positions will need to forward a resume and letter of interest to Human Resources at recruit@ciinc.org or call 610-328-9008. Internal applicants (employees) should complete an Internal Transfer Requests and forward it to the Human Resources Department. Forms can be located on the web site. Log onto <http://www.communityinteractions.org>. Click on the drop down button titled Employment to access and complete a Transfer Request Form.

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We are an Equal Opportunity Employer and participate in the Drug Free Workplace Act