

Date of Hire: \_\_\_\_\_

Date of signature: \_\_\_\_\_

**Nurse Manager**

**Title: Nurse Manager**

**Department: Pacific Crest Trail Detox**

**Reports to: Medical Director/Clinical Director**

**Essential Duties and Responsibilities:**

- Verify nursing staff are monitoring detox clients per policy & procedures; assessment, vitals and medication administration, while on duty.
- Confirm nursing staff maintain accurate client records; including nursing screen, nursing plan of care and BPS, Medication Orders & Transcription, Admission & Discharge accuracy, while on duty.
- Create, update and maintain policies and procedures
- Assist Medical Director (MD), Clinical Director (CD) and Operations Manager (OM) with chart review for accuracy.
- Follow up with Nursing Staff as needed to address documentation issues.
- Assign and delegate Nursing function to various shifts.
- Maintain appropriate and necessary communication with Medical Director regarding responses to orders implemented and changes in client condition, while on duty.
- Work with MD, CD & OM to determine changes in policy and client care.
- Prepare & implement required trainings for nursing staff in conjunction with CD, MD & OM.
- Assist OM with monitoring & ordering of supplies as needed.
- Assist HR with documentation/hiring/firing for personnel
- Work with Billing to coordinate URs
- Ability to work a nursing shift when coverage is needed.
- Report to the Medical Director and Clinical Director
- Other duties as assigned by MD, CD & OM.

**Skills and Abilities:**

- Current RN Certification
- Knowledge of various substances of abuse, the disease of addiction and s/sx detoxification
- Knowledge of de-escalation methods
- Physical ability and agility to perform two CPR cycles to the current AHA or ARC standard.
- Ability to use EMR system
- Must be able to function in an independent team setting, be flexible in attitude, and desire to holistically care for client's seeking detoxification.
- Ability to understand and follow oral & written directions.
- Good Interdepartmental communication

**Minimum Qualifications:**

- RN Certification
- CADC Certification Preferred
- First Aide/CPR/Food Handlers Card
- Knowledge of and/or experience with chemical dependency interventions and treatments.
- Must pass a pre-employment drug screen, TB test, and background check.
- If a recovering chemically dependent person must be clean and sober for a minimum of the past consecutive two years.

Employee Signature: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_

Employee Name: \_\_\_\_\_

Supervisor Name: \_\_\_\_\_

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- Must be able to climb stairs several times a day.
- Must adhere to agency's non-discrimination policy.
- Ability to effectively interact with co-workers and clients with diverse backgrounds, including but not limited to; religious views, political affiliation, cultural background, life-style, sexual orientation, gender identification...

Employee Signature: \_\_\_\_\_

Employee Name: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_

Supervisor Name: \_\_\_\_\_