



## JOB DESCRIPTION

<b>POSITION:</b>	Adult Day Care Staff Nurse
<b>REPORTS TO:</b>	Center Manager or Charge Nurse
<b>NATURE AND SCOPE:</b>	The nurse is responsible primarily for medications and the functioning of the Adult Day Care Program while she is in charge.
<b>PRINCIPAL RESPONSIBILITIES:</b>	<ol style="list-style-type: none"> <li>1. Manage, supervise and coordinate all Adult Day Care Program and staff activities.</li> <li>2. Reports to the Program Administrator or Charge Nurse on the operations of the Adult Day Care Program.</li> <li>3. Adhere to existing licensing requirements.</li> <li>4. Supervise staff and volunteers.</li> <li>5. Perform other administrative duties as required.</li> <li>6. Promote the goals, philosophy and policies of the Adult Day Care Program.</li> <li>7. Administer medications ordered by each participant's personal physician.</li> <li>8. Supervised by the Day Care Director or Charge Nurse</li> <li>9. Supervise all adult day care program staff and volunteers</li> <li>10. Maintain a positive work atmosphere by acting and communicating in a manner so that you get along with customers, co-workers and supervisors.</li> </ol>
<b>MINIMUM QUALIFICATIONS:</b>	<ol style="list-style-type: none"> <li>1. RN or LPN degree with current Florida license.</li> <li>2. Experience related to adult day care, social work, or geriatrics preferred.</li> <li>3. Thorough knowledge in all areas of respite and adult day care.</li> <li>4. Must possess people skills, with excellent oral and written communication skills.</li> <li>5. CPR certified.</li> <li>6. Certificate from physician stating freedom from communicable disease, negative TB test, and ability to perform duties in the program.</li> <li>7. Must pass a Level II background check and drug test prior to hire.</li> </ol>
<b>WORK SCHEDULE:</b>	Hours of operation are Mon.–Fri. 6:45 a.m.-5:00 p.m. This is a full-time position. Work hours may be established by the

	Executive Director. Some weekends and evenings needed for grant presentations and fundraising events.
<b>PROBATION PERIOD:</b>	The first three months with the Brevard Alzheimer's Foundation is an introductory period. During that time, the Office Coordinator will be evaluated by the Operations Director / Executive Director to ensure that he/she fulfills the requirements for the position. Either party may mutually terminate this contract at that time.
<b>CHAIN OF COMMAND:</b>	> Charge Nurse > Operations Director > Executive Director > Executive Committee Board of Directors
I have read and understand the above job description. I understand that abuse, neglect or exploitation of any Adult Daycare Program participant will be grounds for immediate dismissal.	
	<hr/> Employee Signature <span style="float: right;">Date</span>
	<hr/> Executive Director Signature <span style="float: right;">Date</span>
<b><i>All eligibility requirements for employment are applied to applicants without regard to race, color, national origin, sex, age, and religion or handicap disabilities.</i></b>	