

## YMCA of Vincennes Job Description

**Position:** Nurse

FLSA Type: Non-Exempt

Reports To: Senior Center Director

### Function:

Provides preventive health and medical assistance for Adult Day Service clients to prevent premature institutionalization.

### Qualifications:

- Registered Nurse or Licensed Practical Nurse (Nurse with a current state license)
- CPR and Bloodborne Pathogen Exposure Control certification
- Must be professional with effective communication skills and a concern for the elderly.

### Principle Job Activities

1. Complete nursing assessment, individual client plan goals and ongoing follow-up assessments for all clients.
2. Maintain client files, including medical records, required release forms and medication information.
3. Provide daily education orientation on nutrition and health issues affecting seniors.
4. Conduct weekly health check for clients including weight and blood pressure records.
5. Contact client's physician or family members when appropriate.
6. Assist clients with medical appointments, screenings and pharmacy orders. Perform therapy as prescribed by physicians. Escort clients to appointments.
7. Assist with annual flu and pneumonia shots and oral cancer checks.
8. Assist with daily skin care and personal hygiene.
9. Maintain a clean and organized work area.
10. Attend quarterly in-service or training opportunities as required.
11. Ensure all regulations are met and audit documentation is completed in accurate and timely manner.
12. Provide monthly articles for the Beacon.
13. Assist in emergency response, including evacuation of clients.
14. Assist clients with exercise activities.
15. Communicates essential information to appropriate staff.
16. Supports the Y mission, policies, standards and procedures in all situations.
17. Fulfills any functions designated by the Membership Director for the betterment of the program and the ability of the YMCA of Vincennes to meet its mission.

### Effect on End Result:

This position ensures that the YMCA Bettye J. McCormick Senior Center provides positive, professional service through the Adult Day Services program to help those in need of daily assistance remain in their homes with oversight.

*I understand and accept that the job description represents my agreement as to the job to be performed.*

Signature \_\_\_\_\_

Date \_\_\_\_\_

