

**Loyola Recovery Foundation  
Job Description**

**Job Title:** RN  
**Reports To:** Nurse Manager  
**FLSA Status:** Non-Exempt  
**Department:** Clinical

**Summary:** Provides guidance and direction to inpatient clinical staff and is responsible for assuring that nursing care is provided in accordance with Loyola Recovery Foundation departmental policies and procedures, established standards of nursing care and practice and as defined by the State of New York by performing the following duties.

**Duties and Responsibilities** include the following. Other duties may be assigned.

1. Coordinates and directs the daily patient care operations of the unit.\*
2. Respects and maintains patient confidentiality and demonstrates a positive and caring attitude toward all customers and staff.\*
3. Provides input on performance of subordinates to program director.
4. Assures nursing staff provide patient care in accordance with facility policies, procedures, rules and regulations.\*
5. Analyses workload and assigns unit staff duties to ensure patient care needs are met.\*
6. Assures that comprehensive care is given to each patient and evaluates the services rendered.\*
7. Assures all medical staff members' orders are executed in accordance with established policies and procedures.\*
8. Participates in unit activities that promote the delivery of care taking into consideration cost effectiveness.
9. Practices and promotes patient and family advocacy while maintaining ethical practices.\*
10. Participates in and promotes quality improvement activities, communicates unit needs and reportable events/incidents to the program director without delay.\*

\*Essential Function

11. Maintains a continuous physical presence within the unit and responds to request for assistance.\*
12. Facilitates patient flow, communication and problem resolution.\*
13. Assists with implementation of changes in policy and unit procedures.
14. Serves as a resource person and role model for all staff.\*
15. Serves on tasks forces, work groups and committees. as assigned by the program director\*
16. Participates in collaborative interdisciplinary team processes providing an updated assessment of each patient.\*
17. Effectively communicates with patients and visitors to address inquiries, resolve concerns and report in a timely manner to the Program Director.\*
18. Identifies and promptly addresses unsafe practices and other issues on the unit and reports findings to program director in a timely manner. \*
19. Facilitates health education groups and documents patient participation in the medical record.

**Qualifications:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Education/Experience:**

RN with current NY State License plus three years acute care nursing experience. Experience with addiction treatment desired.

**Language Ability:**

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

**Math Ability:**

Ability to calculate figures and amounts such as proportions and percentages.

**Reasoning Ability:**

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

**Computer Skills:**

\*Essential Function

To perform this job successfully, an individual should have knowledge of Microsoft Office and computerized medication dispensing cabinets.

**Certificates and Licenses:**

RN license

**Work Environment:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally exposed to risk of radiation.

The noise level in the work environment is usually moderate.

**Physical Demands:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee must occasionally lift and/or move up to 30 pounds. While performing the duties of this job, the employee is regularly required to stand; walk; sit; use hands; reach with hands and arms and talk or hear. The employee is occasionally required to climb or balance and stoop, kneel, crouch, or crawl.

I have reviewed the above position description with my supervisor and understand this to be a guideline for my current job duties. I understand that management retains the discretion to add or change duties in my position at any time. This position description will be used in evaluating my job performance.

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

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date