



Job Title: Program Manager/Registered Nurse **Date:** December 2022
Department: HRS **Location:** Alambre Building
Position Reports to: Director of Operations **Pay Range:** \$72,800 - \$83,200

Position Supervised: Report Writer, Program Leads, Independent Facilitators, Community Integration Supervisor, Licensed Vocational Nurses, CNA

Position Summary: Manages the program under the direction of the Director of Operations, including the over-all nursing component of the Health Related Services (HRS) Program. Also trains, supervises and evaluates staff so that staff can work with participants on development of social and communication skills, as well as independent living and community living skills.

Essential Job Functions include but are not limited to the following:

Works with the HR Manager to recruit, interview and hire appropriate staff to meet the required participant to staff ratio

Manages the daily operation of the program including the nursing component in compliance with State and Federal Regulations, ensuring compliance with Regional Center and Community Care Licensing regulations (Title 17 and Title 22) and organizational policies and procedures.

Manages the department budget

Works with staff to assess the physical, psychological, social and communication skills and nursing needs of the participant in an effort to develop individualized programs and set appropriate goals and plan of care to meet the participant needs.

Reviews ISP reports, makes necessary corrections, and approves all ISP reports written by the Assistant Manager/Report Writer

Communicates with family members, service coordinators, care providers as well as Regional Center, and Department of Social Services, on an as needed basis to ensure appropriate service is being provided to all participants

Provides reinforcement of positive social behavior, participant choice, communication and activities of daily living to ensure continual participant development

Writes and conducts annual performance evaluations for each staff member

Prepares, distributes and maintains accurate and timely information on required reports, forms and documents related to programs and participant activities including but not limited to care plan, semi-annual and annual reports

Oversees appropriate ratio is maintained in department and offers appropriate and timely solutions

Writes 30 day, semi-annual and annual nursing report for each participant in a timely manner
Establishes participant care plan and monitors the follow-through

Along with LVN's provides annual trainings required by Community Care licensing and title 22

With Assistant Manager, Provides in services and trainings for the staff.

Designs and revises Program and Nursing Policies and Procedures, as needed, in compliance with Title 17 and Title 22 regulations

Assess participant referral packets as to program eligibility and participation

Directs staff and provides corrective action as needed

Provides direct care to participants in the absence of direct care staff

Responsible for hiring and termination decisions with executive approval

Acts as liaison with Cypress College psyche tech program with providing clinical experiences for the students.

Additional Duties and Responsibilities include but are not limited to:

Understands the role of the department and how it contributes to the overall success of Vocational Visions.

Promotes activities deemed appropriate for individual participant and makes recommendations to staff on necessary changes

Treats staff fairly and shows respect to coworkers

Monitors ordering, securing, and proper storage of medication, medical supplies and medical equipment

Assists in meeting the needs of the participant including but not limited to toileting and feeding

Checks MAR prn to ensure all medications and treatment were administered and completed

Maintains professional and technical knowledge by attending educational workshops and reviewing professional publications

Adheres to all Vocational Visions Policies, Code of Conduct and Procedures

Performs other duties as assigned

Qualifications:

Required Education:

- Current California Registered Nurse License
- BSN preferred

Required Experience:

- A minimum of two years' experience working with adults with Developmental/Intellectual disabilities or other comparable experience
- Basic computer skills

Preferred Experience

- Prior managerial experience
- Familiarity with training in vocational, personal and social skills
- Excellent communication skills, both verbal and written
- Ability to provide staff training effectively

Working Knowledge of:

- Activities and training skills for adults with Developmental/Intellectual
- Special diagnoses and treatments
- Persons with behavior characteristics of adults with Developmental/Intellectual disabilities
- Management and supervisory skills
- Title 17 and Title 22 Adult Day Program Regulations
- Unique needs of each participant

Physical Requirements/Working Conditions:

This position requires standing as well as sitting with employee working with participants both in a controlled environment and in the community. The employee in this position is required to push wheelchairs, when working with participant/s. Employee may also be required to kneel, squat, bend, lift and twist when assisting participant/s with various needs. This position may at times require the use a computer terminal to access input and retrieve data. Finger dexterity may be required. The employee also bends, reaches and pushes and pulls file drawers with file records and reports.

Occasional lifting of over 50 pounds may be required in this position. Employee in this position wears a back brace to assist participant/s in toileting. A more detailed list of specific physical requirements is attached.

There may be times when behaviors of a participant cause them to hit, slap, poke, bit or pull at an employee's hair or clothing. Other incidents may also occur. The employee in this position needs to understand that this is part of the job, and while staff works to prevent this from happening there may be instances when it can't be avoided.

Received Job Description: _____ Date: _____