

**Announcement Number: 21-30**

**Who can apply: PUBLIC**

**Open: October 21, 2021**

**Closed: Until Filled**

Position Title	Program
<b>REGISTERED NURSE (Part-time)</b>	<b>Karidat</b>

**ILLUSTRATIVE EXAMPLES OF THE JOB:**

Employee in this class performs routine nursing functions independently to individuals with developmental, cognitive, physical and co-occurring disabilities, ages eighteen (18) through fifty-five (55) years, who are admitted into the Karidat Program. Work is performed at three (3) Residential Care Homes (RCH) servicing a total of twenty-five (25) residents. The employee reports directly to the Program Manager.

**DUTIES AND RESPONSIBILITIES (but not limited to):**

1. Prepares, initiates and documents the health care plan in the respective case records of each participant; integrates the health care plan with the individualize Service Plan; revises and modifies the plan according to the progression or regression of the participant's condition.
2. Initiates and monitors daily and monthly health regime of all program residents.
3. Obtains specific instructions relating to the individual's health care needs, medication, special diets, etc; obtain specific instructions from the Caretaker/Physician for the care of a participant with special needs and documents this in the respective case record.
4. Ensures that the required program forms are complete, especially upon the admission of new referrals to the program.
5. Ensures that all participants are monitored for their scheduled annual physical examination after admission to the program.
6. Should a participant become ill while at the Center, the Registered Nurse (RN) will ensure that he/she is appropriately cared for and contact the responsible party, next of kin and notify the Caretaker/Physician of the participant's condition.
7. Where symptoms of communicable disease are evident, RN must isolate the participant and immediately contact and advise the Caretaker to seek medical care for the participant.
8. Prepares, administers and properly record medications (does, frequency, code, etc.)
9. Observe, records and reports to the Caretaker/Physician any deviation from the participant's normal condition, signs, and symptoms that may be indications of change.
10. Ensures that sufficient first aid supplies and PRN medications are ordered and kept on hand at the Center at all times.
11. Provides professional support to the RCH staff and ensures that the health care plan is adhered to by all staff; may instructor demonstrate to the staff and participants the proper use of special equipment such as walkers, wheelchair, etc., include simple range of motion exercises and light calisthenics in collaboration with program Occupational Therapists.
12. Suggests ideas for the improvement of the Karidat Program.



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13. Ensures that confidentiality of the participant is fully maintained accordingly under any circumstances.
14. Attends staff meetings with the Program Manager and, upon request, provide an assessment report on the progress or regression of the individual.
15. Orientates licensed professionals (i.e. Licensed Practical Nurse) upon hire on program operations and conducts annual nursing competency testing (for medical staff).
16. Performs other related duties as required.
17. Able to work well with others.
18. Available on an “on-call” basis and responds to all medical emergencies of residents.
19. Performs other duties as assigned.

Work is reviewed through observations, meetings, consultations and conferences with Program Management.

**REQUIRED MINIMUM EDUCATION AND EXPERIENCE:**

1. Graduation from a recognized college for professional nurses with a Baccalaureate degree in Nursing.
2. Licensed by the Guam Board of Nursing.

**SPECIAL REQUIREMENTS:**

1. Current Nursing License
2. Institutional Health Certificate
3. Valid Guam Driver’s License
4. Must pass a mandatory Drug Test

**REQUIRED DOCUMENTS:** To validate credentials you may claim (e.g. High School Diploma, /College Transcript), a copy of a certified copy of the document(s) and resume must accompany the application. Failure to provide proof may result in a determination of not meeting required education and/or experience. If selected, you will be required to submit a recent Police, Traffic and Court Clearance and submit to and pass a drug test.

For more information, please contact Ms. Linda Del Rosario, Personnel Officer at 635-1412.

DIANA B. CALVO  
Executive Director

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