

POSITION DESCRIPTION

Title:	Nurse
Location:	241 Hungry Hollow Road Chestnut Ridge, NY 10977
Status:	Part-time,10-hour shift (8:00am-6:00pm), Friday and Saturday, every 4 th Sunday
FLSA:	Exempt
Benefits:	Paid Time Off, Health Insurance, Free Meals
To Apply:	Submit a cover letter, resume and 2 professional references to
	jobs@fellowshipcommunity.org

Job Summary: We are seeking a nurse to join us in providing individualized holistic, human centered care in a culturally vibrant setting. Our nurses are at the core of our member centered care. Our care home is at the center of an 80-acre elder care community which includes a biodynamic farm, extensive woods and gardens. The community is founded in the philosophy of Rudolf Steiner, called Anthroposophy, but the community welcomes and encourages people of all social and spiritual backgrounds.

Core responsibilities include attending to minor, acute and chronic health care concerns. End of life experience is a plus. We foster a slow paced, home-like setting. Did Covid push you away, and you are considering a return to nursing? This could be for you!

Responsibilities will include, but may not be limited to, the following:

- Functions as an integral member of the healthcare team
- Works collaboratively with the nurse practitioner and nurses in the development and implementation of plans of care
- Oversees provision of care, assuring a high standard of quality
- Serves as point person for clinical communications between nurse-practitioner and all members of the care team
- Helps initiate and monitor medical treatments and care procedures
- Provides hands-on care with specialized or complex procedures
- Administers medications
- Assures the availability of medications, working with the ordering team, tracking pharmacy deliveries, MAR entries
- Coordinates care through monitoring of vital signs and weights, tracking of labs, and visits with outside providers
- Facilitates ordering of special equipment and supplies
- Communicates with family members
- Participates in the new member intake process
- Participates in caregiver, member, family education
- Provides palliative care, working with end-of-life team
- Participates in reviews by independent review board and DOH
- Responds to independent member illness or emergency
- Monitors hospitalizations and coordinates reentry into Hilltop
- Attends weekly nurse meeting



Education, Skill Set and Qualifications Needed

- Current NYS registration as a professional nurse
- Three years of clinical nursing practice, preferably in elder care
- Strong leadership skills
- Current basic life support certification
- Knowledge of Electronic Medical Record
- Interest in holistic modalities
- Excellent interpersonal skills, communication skills
- Creative problem solving
- Ability to work collaboratively
- Physical stamina

I acknowledge receipt of the above Job Description and warrant I am able to meet the requirements set forth herein.

Employee Signature

Print Name

Date

AGREEMENT TO MAINTAIN CONFIDENTIALITY

Data Access/Confidentiality: I understand that information I will be handling may be protected by State and/or Federal Law as well as the Attorney Client Privilege. These sections include but are not limited to the Health Insurance Portability and Privacy act (42 U.S.C. section 1320d et seq.), 42 CFR Part 2 (substance abuse treatment information), 12 V.S.A. section 1612 (patient's privilege), 18 V.S.A. 1852(a)(7) (patient's rights) and the Attorney Client Privilege (12 V.S.A. section 1613, V.R.E. 502) etc. I, also; understand that on occasion, I will be called upon to access personnel information of a sensitive nature. I understand that unconditional compliance with all privacy provisions is an essential function of my job. This necessarily includes items of confidence disclosed to me by my supervisor and if applicable items of a sensitive nature (including proprietary information) disclosed to me by the C.E.O. I understand and agree to follow all State and Federal law, all applicable NKHS policies, and the directives of my supervisor (whether written or oral) concerning the protection of information received in connection with my employment. I agree that under no circumstances will I discuss sensitive information obtained in connection with third parties including other employees without authorization from my supervisor. I understand that breach of confidentiality is a serious violation that could result in termination.

Employee Signature

Print Name

Date