

REHABILITATION CENTER OF SHEBOYGAN

Date Established 03/25/07Review Date 03/31/08**JOB DESCRIPTION:** Substitute Nurse**POSITION LEVEL:** Professional**QUALIFICATIONS:** Current registration as a licensed Registered/Licensed Practical Nurse in the State of Wisconsin or in lieu of license, must have at least 5 years medical training experience.**REPORTING SUPERVISOR:** Vice President of Human Resources**SALARY RANGE:** \$10.91 - \$14.60/hour**GENERAL DUTIES:**

To be responsible for carrying out the medical directives of all treating physicians and for maintaining current medical records for all staff and individuals receiving services. Responsible for interpreting and informing the staff of the medical conditions of each individual served.

*Denotes essential job function.

SPECIFIC DUTIES:

- * 1. Administer medications to participants as prescribed by the treating physician.
- * 2. Provide minor medical treatment.
- * 3. Process all medical emergencies in the agency.
- * 4. Perform all other assignments deemed necessary by the Vice President of Human Resources.

PHYSICAL REQUIREMENTS OF THE ESSENTIAL JOB FUNCTIONS:

1. Skill in communicating in spoken conversation - adequate volume speech.
2. Skill in writing/reading.
3. Normal hearing required for conversation, telephone use, and emergency information systems.
4. Visual acuity, depth perception, and field of vision within normal range.
5. Accurate color vision.
6. Must be able to move safely about work area.
7. Must be ambulatory on all surfaces and situations.

8. Must be able to lift up to 50 lbs. an average of 1 time per week.
9. Must be able to push/pull repetitively up to 50 lbs. an average of 1 time per week.
10. Must have bilateral use of hands for fine manipulation.
11. Must be able to reach below shoulders.
12. Must be able to reach above shoulders.
13. Must have full active range of motion of all extremities.
14. Must be able to bend/squat/twist/kneel frequently.
15. Must be able to turn head 180 degrees frequently.
16. Must be able to perceive size, discrimination, temperature, shapes, and/or textures.
17. Must be able to physically transfer client from a wheelchair in a safe manner.
18. Must have the physical stamina to work at least 8 hours per day.
19. Must be able to tolerate heat and humidity.

EMOTIONAL REQUIREMENTS OF THE ESSENTIAL JOB FUNCTIONS:

1. Must be able to change routine in a positive manner.
2. Must be able to follow through on assignments independently.
3. Must have good organizational skills.
4. Work output must be at a competitive level.
5. Must be able to solve problems as they arise.
6. Must have stable work behaviors on a daily basis.
7. Must have adequate individual coping skills.
8. Must be able to maintain good work attendance.
9. Must be able to participate in decision making.
10. Must be able to respond appropriately to emergency situations.
11. Must be able to exercise good judgment in an effort to maintain a safe work environment.

APPAREL:

Attire appropriate to the nursing profession and responsibilities of the position in the agency.

CONFIDENTIALITY STATEMENT

I acknowledge the receipt of a copy of the Client Bill of Rights and understand that persons receiving services (participants) at RCS are protected under these rights. I further understand that I am **not** to discuss issues concerning RCS participants working at RCS as this information is confidential and cannot be released per state law.

I am also aware that violation of participants' rights, which includes breach of confidentiality, will result in my services no longer being needed by RCS and could result in criminal and civil liabilities.

I acknowledge the receipt of and agree to abide by the Code of Ethics policy.

Further, I understand the responsibilities of this position and am capable of performing the physical and emotional demands required.

Signature

Date