



## One Kalakaua Senior Living Job Description

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Position: Registered Nurse I  
Supervisor: Director of Nursing

Status: Hourly  
Department: Resident Care

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### **A. PRIMARY PURPOSE**

The Staff Nurse's primary responsibility is to respond to emergencies and perform day-to-day nursing activities and tasks provided by the Wellness, Emergency Response and Assisted Living Programs. Will serve in a floor nurse or admin nurse capacity as assigned by the daily schedule.

### **B. GENERAL DUTIES**

1. POLICIES AND PROCEDURES. Follows policies and procedures.
2. WORK SAFETY. Assists with ensuring a safe work environment for all staff.
3. HIPAA. Assists with ensuring confidentiality of resident information.
4. DOCUMENTATION. Documents and records information with consistency, accuracy and proper utilization of terminology.
5. REPORTING. Assists with ensuring resident needs, concerns, incidents, changes in condition and abuse are reported to the appropriate parties in a timely manner.

### **C. ESSENTIAL DUTIES**

1. HOUSE CALLS/OFFICE VISITS. Responds to urgent care requests; assesses resident needs and determines appropriate follow-up required.
2. FLOOR SUPERVISION. Assists with ongoing day-to-day supervision of CNA and Med Tech staff providing support and direction relating to resident concerns and care.
3. ASSESSMENTS. Performs routine Nursing, Comprehensive and other assessments as needed.
4. RESIDENT MONITORING. Takes vital signs and weight. Monitors residents for changes in condition. Performs follow-up visits to assess residents who are placed under observation/alert charting.
5. MEDICATION. Administers routine and PRN medications and may assist with ordering, receiving, disposing and maintaining medications for residents on the program. Assists in covering med tech duties, including shift work when needed (See Med Tech JD).
6. PHYSICIAN ORDERS. Coordinates and/or receives, transcribes, carries out and documents physician's orders.
7. TREATMENTS. Performs treatments and procedures ordered by physician.
8. IMMUNIZATIONS. Administers and reads immunizations for residents and staff.
9. WELLNESS. Assists with daily status checks.
10. STAFF/VISITOR INJURIES. Performs physical assessments and renders first aid to staff or visitors who were injured on property and completes incident reports.
11. STAFF COVERAGE. May cover Med Tech duties, including shift work when needed (see individual JD for specific duties).
12. SERVICE PLANS. Reviews and stays updated on Resident Service Plans, provides input and observations regarding resident's status and any changes in condition. Ensures CNA and Med Techs follow residents' Service Plans. Initiates Service Plans and Service Plus Plans when necessary.
13. CASE MANAGEMENT. Assists with Case Management needs. Maintains good communications with all parties involved and makes appropriate referrals as necessary.
14. PROJECTS. Provides administrative support when needed for special department projects which may include data gathering, organizing, auditing and/or training.
15. COMMUNICATIONS. Responds and follow-ups to emails, voicemails, messages, etc. in a professional and timely manner.

16. MEMBER OF COMMAND TEAM. Acts as medical command or is back-up to the medical command person during a medical emergency; in charge of directing staff, handling communications, completing the incident report and reporting the incident or, may act as the responder to the scene.

**D. NON ESSENTIAL DUTIES**

1. Employee may be required to perform additional duties and/or secondary positions, as necessary, to meet standards of quality.
2. Must be flexible to cover Med Tech shifts when needed.

**E. HOURS OF DUTY**

1. Day and Evening Shifts including weekends and holidays, schedules may vary.
2. May be asked to cover night shifts as needed.
3. Employer may from time to time, decrease work hours due to a loss in business (service) volume, which could subsequently result in a change to an employee's Full-time or Part-time status.

**F. WORKING CONDITIONS**

1. Works in a comfortable office environment, may experience frequent interruptions. Works with various confidential data.
2. May be exposed to verbal and physical challenges by residents.
3. May be exposed to unsanitary conditions, unpleasant odors, fumes, blood and bodily fluids. Protective equipment and clothing are provided.

**G. QUALIFICATIONS AND REQUIRED SKILLS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. EDUCATION AND EXPERIENCE. Current State of Hawaii Registered Nursing License (RN), CPR and First Aid certifications required. Prior geriatric/rehabilitative experience preferred.
2. LANGUAGE SKILLS. Communicates effectively, both orally and written, using proper speech and grammar.
3. REASONING ABILITY. Normal mental and visual attention-to-detail abilities are required. Defines problems, collects data, asks pertinent questions, and establishes facts. Interprets a variety of information from diverse sources to effectively explain situations. Uses sound judgment and meets deadlines on own accord. Must analyze circumstances and facts in order to decide on methods and techniques required.
4. PHYSICAL DEMANDS. Physical demands require mobility about the unit with direct resident care involving standing, bending, pushing, pulling, stooping, twisting, and reaching. Must be able to lift and transfer residents from bed to chair and chair to chair. Must be able to lift up to 50 pounds. Manual coordination is required to operate computer. Continuous visual attention to detail required. Sitting 50% of the time.

I have read and understand my Job Description. I further agree that the skills and duties listed in my Job Description is not intended, nor should it be construed, as an exhaustive list of my duties, required skills, efforts or working conditions associated with this job. I may be required to perform additional tasks, as necessary, to meet standards of quality.

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Employee Print Name	Signature	Date	Administration Signature	Date
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*Effective 3/1/19 - Employees hired before 3/1/19 will be exempt from the education requirement of possessing a high school diploma or GED.*