



POSITION: REGISTERED NURSE

PROGRAM: The Guidance Center of Westchester's Chemical Dependency Treatment Program

HOURS: Monday – Friday 5:45am – 1:45pm Rotating weekends and holidays 6:45am – 10:45am

Methadone Maintenance Outpatient Treatment Clinic

MINIMUM QUALIFICATIONS INCLUDE:

- A valid RN license in state of NY.
- Current BLS CPR certification.
- One year of recent and direct experience in behavioral health preferred.
- Must Successfully Pass Criminal and Background Checks, NYS Justice Center Registry Clearance and Finger printing will be done prior to employment.
- Familiarity with JC, OASAS, DEA, DOH and OSHA standards.

SKILLS:

- Must be able to work in a fast paced environment and have the ability to multitask.
- Be able to critically think in a crisis situation.
- Excellent verbal and written communication skills
- Ability to pay close attention to detail.
- Ability to be stern with decisions pertaining to medication administration and patient safety.
- Computer literacy required.

The CDTC team works with adults who have a history of substance abuse and co-occurring mental health issues.

The staff is multidisciplinary, composed of a part time Medical Director and Psychiatrist, fulltime Program Director, Nursing Director, Licensed Practical Nurse, Behavioral Health Counselors, Licensed Social Worker and part time therapists.

The Registered Nurse will provide medication management; provide injections such as Tuberculin Skin Tests, monitor patient status prior to medication and after medication. The RN will work with the Medical Director in regards' to assisting with physical and health assessments as needed.

Some of the Nursing Responsibilities under the supervision of the Physician, Nurse Practitioner and or Program Director include but are not limited to:

- Check narcotic inventory at the beginning and end of each day.
- Assess patients for medication safety.
- Medication administration and monitoring.
- Assist with the supervision of Licensed Practical Nurse
- Communication with the medical, nursing, program directors, LPN and other clinical staff and providers to coordinate care and obtain information, reports and notes.
- Maintain a system to implement and control the administration of all medication, as prescribed by MD.
- Maintenance of Medication database and logs.
- Assistance with health assessments, physical examinations and screenings.
- Schedule patients for physical examinations with program physician's assistant or MD.
- Transcribe MD's orders appropriately, including pharmacy pouring roster and medication administration sheet.
- Report and record any adverse reaction to drugs. Report and record any medication error. Complete incident/accident reports.
- Check medical supplies and reorder when necessary.
- Provision of health and treatment education and support to patients. Teach patients whenever necessary good health habits.
- Check all laboratory reports before they are filed and make appropriate referrals.

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Program Director METRO

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Only those invited to interview will be contacted.

For more information, please visit [The Guidance Center of Westchester](http://TheGuidanceCenterofWestchester.com).