

Registered Nurse Team Lead

Job Description

Medical Supervisor: Richard Swearingen, RN

Positions Supervised: Medical Department Staff

Summary: Supervise and Manage Medical Office operations. Provide medical care, and management of general medical related services provided at TCAR as a part of its treatment programs. This position will operate as a Team Lead for the Medical Department Staff.

General Responsibilities:

- Supervise daily scheduling of nursing staff, including hiring, training, and disciplinary measures. When necessary, provide learning and development opportunities for staff.
- Manage Medical Office budget, inventory, and human resources for the department.
- Act as a liaison between nurses, physicians, and upper management.
- Ensure that standards and quality of care are maintained.
- Manage medications to ensure full access for complete med compliance for Hall Trips, Student Passes, Offsite visits, etc.
- Assist with policy management and oversee emergency devices which include EpiPens, AED devices, and emergency Narcan.
- Oversee the effectiveness of operations, such as patient record maintenance.
- Conduct initial medical assessments, history and physical when clients are admitted.
- Collect and record client vitals as ordered by Psych APRN and/or Medical Practitioner.
- Facilitate timely med passes. Maintain medication inventory to ensure medication compliance and availability. Med inventory includes Prescribed medication as delivered by pharmacy and over-the-counter medications as are approved by the Medical Director.
- Assess physical injuries or other medical needs and determine course of action.
- Reinforce education to parents and clientele related to client illness, medications, medical needs, treatment plan goals and objectives.
- Assist in the development, implementation, formation, launch, and enforcement of health policies/procedures.
- Develop and maintain relationships with outside service providers and medical facilities.
- Coordinate offsite visits to outside provider offices and communicate with parents/guardians.
- Communicate necessary and pertinent information (written/verbal/parent portal) related to client care and well being with parents/guardians on a regular basis and as appropriate.
- Collaborate with Treatment Teams and necessary stakeholders to promote client health and optimal outcomes.
- Ensure a safe environment for staff, clientele, and visitors.
- Maintain/Stock First Aid Boxes and Emergency Travel Bags for trips offsite.
- Participate and ensure adequate staffing for Family Reconnect and other on campus events.

- Thoroughly document/log information in EMR in accordance with TCAR policies. Keep required paperwork in student files in compliance with Teen Challenge International, USA (TCI, USA) and with Arkansas Department of Human Services (ADHS) requirements.
- Stay current and complete all assigned annual training which include but are not limited to:
 - Specific needs of persons served.
 - Identifying of risk factors such as suicide, violence, and other risky behaviors.
 - Crisis management, de-escalation, and nonviolent practices (CPI) (HWC)
 - Basic paraprofessional intervention techniques/skills
 - Person-centered intervention and evidence-based practices
 - Interviewing skills
 - Cultural Issues
- At times, staff members may be called upon to serve in areas not necessarily outlined in their formal job description.

Duties Specific to Team Lead:

- Will develop and manage Medical Department Staff Schedules.
- Will monitor and track Medical Department Staff timely arrival and attendance and will record properly to manage payroll for Case Managers.
- Will oversee staff coverage within the team to ensure adequate Medical Department team member presence for daily operations.
- Will communicate absences of team members to the treatment team and work to procure coverage in the event of Medical Department Staff absence.
- Will operate as first contact and as support to Medical Department Staff.
- Ensure compliance with Bridge Training timely completion for Medical Department staff.
- Ensure timely and accurate completion of all documentation.

Qualifications

- Current Arkansas Licensure RN (or higher)
- Psychiatric Nursing Experience preferred
- Thirty (30) hours minimum of training in childcare or related field
- Maintain First Aid and CPR certification (TCAR provided)
- Be trained in Crisis Intervention (provided by TCAR)
- Valid Driver's License
- At least 21 years of age
- Mature and Godly character
- Must meet the requirements of the Arkansas Department of human services as well as local, State, and Federal requirements for position (e.g. licensing and certification).
- Pass necessary background checks

III. Salary and Benefits

- To be determined. Consideration is based on education, certifications/licensure, experience, tenure, level of responsibility, job requirements, skill level, competency, and performance history.

- 75% of Continuing Education Expenses up to \$5,000.00 per year
- Group Medical/Dental/Vision
- Retirement plan with up to 3% matching

Medical Office Manager Signature: _____ Date: _____

Director of Clinical Operations Signature: _____ Date: _____

CEO Signature: _____ Date: _____