



The Guidance Center of Westchester
256 Washington Street
Mount Vernon, NY 10553
TheGuidanceCenter.org

PLEASE POST POSITION AVAILABLE

POSITION: NURSING COORDINATOR

PROGRAM: PROS, SUNRISE, AGENCY

HOURS: FULL-TIME

QUALIFICATIONS:

NYS license and current registration to practice as a Registered Nurse. Minimum 3 years nursing experience. Excellent organizational and communication skills are essential. Experience with psychiatric conditions and substance use disorders strongly preferred. Supervisory/leadership experience preferred.

JOB DESCRIPTION:

The Guidance Center of Westchester, a community based not-for-profit agency, seeks an agency wide Nursing Coordinator which will be primarily based out of our Mount Vernon office. The position is a blended clinical and administrative position with approximately 80% of time providing direct clinical care and 20% of time in an agency-wide supervisory role. The majority of clinical work would be done in our PROS and Sunrise programs. Both programs are multidisciplinary, dynamic, person-centered, evidence-based which provide a range of services to help clients achieve goals for work, education, relationships, socialization, living, and health and wellness. PROS serves adults with mental illness and Sunrise serves people of all ages with substance use disorders. The RN serves as the health expert on the teams helping to ensure holistic care. The administrative part of this position will focus on developing a cohesive nursing team across our agency as well as working with the Chief Medical Director and other medical staff to promote overall agency wellness and ensure integrated care for the clients we serve.

Specific responsibilities:

- Conduct health assessments to determine health related problems and areas of focus
- Counsel clients individually and in groups on medical self-care
- Develop and lead health education classes on topics such as diabetes, heart disease, substance use, asthma, nutrition, wellness and medication self-management
- Administer injections and assist with medication packaging to improve adherence
- Coordinate laboratory services and reports
- Administer/plant and read PPD tests
- Refer to and maintain contact with primary care providers

- Document all services and progress notes in electronic health record
- Attend multidisciplinary team/staff meetings.
- Provide nursing supervision to nurses in our other clinical programs.
- Ensure nursing staff stay up to date on certifications and educational requirements
- Develop a program of cross training so that nurses in different programs can provide coverage for one another if needed.
- Develop health related policies and procedures for agency

SALARY: **Competitive, based on experience**

Email Resume with Cover Letter: Alexandra Whoriskey, MD Medical Director at
awhoriskey@theguidancecenter.org

DATE: 5/9/19