POSITION: Registered Nurse- Nursing Manager

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

HOURS: Monday –Friday 5:45am – 1:45pm Methadone Maintenance Treatment Program

MINIMUM QUALIFICATIONS INCLUDE:  · Valid RN license in state of NY· Current BLS CPR certification· Two years’ pf recent and direct experience in behavioral health preferred· Must successfully pass Criminal Background Checks, NYS Justice Center Registry. Clearance and fingerprinting will be done prior to employment· Familiarity with Joint Commission, 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, full time Program Director, Nursing Manager, Registered Nurse, Licensed Practical Nurse, Behavioral Health Counselors, Licensed Social Worker an part-time therapists The Nursing Manager will provide medication management; supervise the LPN and RN, provide support in case of staff absence, assist in multidisciplinary decisions when necessary. The Nursing Manager will have designated responsibilities and will work with the Medical Director in regards to assisting with Physical and health assessments as needed. The Nursing Manager will also serve as healthcare Coordinator and Infection Control/ Prevention Coordinator Nurse Manager is responsible to update and maintain Lighthouse data and information weekly. Some of the Nursing Mangers Responsibilities under the supervision of Physician or Program Director include but are not limited to: · Assists the Medical Director, Program Director and Nurses with maintain the daily work
process of the clinic· Review and implement medication orders and seek clarification as needed form the Medical Director· Meet with patients that are pregnant or have become pregnant during attendance to the treatment program· Provide routine supervision of LPN, RN· Maintain security and safety of medication area/nursing unit· Report any medication errors to Medical and Program Director Report any adverse effects to Medical Director and initiate 911 protocol· Provide education to staff and patients ongoing and as needed· Participate in ongoing educational trainings, in-services and seminars· Participate in case conferences and multidisciplinary meetings. Attend incident Review, Directors meetings· Meetings and Supervisors meetings· Observe patient for medication safety prior to and after medication administration· Assist PA, RN with review of lab letters as per MD orders· Dose verifications with patients admitted to another facility d/t hospitalization, extended medical care and incarceration· Participate in Policy and Procedure review annually and as needed· Lead in adhering to the recommended mandates to decrease the spread of infection

**Salary**: based on experience

Send cover letter and resume to: Sheila Rhodes, LCSW-R Program Director METRO Email: srhodes@theguidancecenter.orgFax: 914-355-5425Only those invited to interview will be contacted

Finder’s fee if you refer a successful applicant