



Job Description ~ Open Position *JASPER House Medication Assistance Supervising Registered Nurse*

Reports to	Clinical Director
Minimum Requirements	Must possess Alabama licensure as a Registered Nurse; Reliable transportation, good driving record, valid driver license; Must pass drug and background screenings.
Preferred Qualifications	Previous experience working with special populations such as people with HIV/ AIDS or mental/intellectual disabilities; Supervisory experience.
Overall Mission	To help AIDS Alabama devote its energies to helping those living with HIV/AIDS live the most productive and successful life possible and to helping prevent the spread of the disease.

Specific Tasks

1. Obtain ADMH certification to become the JASPER House Medication Assistance Supervising Nurse (MAS nurse) in its Delegation Nursing Program (NDP) and provide linkage to Medication Assistance Certification (MAC) training to certify all JH staff as Medication Assistance Certified (MAC) staff as well as provide clinical nursing supervision of all MAC and NDP activities. This includes 24-7 on-call MAS Nurse consultation.
2. Supervise and provide guidance to Resident Advocate staff in relation to their MAC duties.
3. Ensure that all nursing assessments and new medication assistance assessments of consumers are reviewed and signed as well as any critical medical issues that arise.
4. Ensure that all consumer medications are ordered, stored, administered, and monitored according to DMH standards.
5. Coordinate all medical aspects of care for JASPER House consumers and provide nursing case management as appropriate for consumer medical needs.
6. Collaborate with JASPER House Residential Coordinator, LIBCAP Coordinator, Kitchen staff, and 1917 Clinic staff members to ensure that consumers are receiving appropriate, healthy meals and participating in healthy activities as a part of the 1917 Peace-Meal project.
7. Provide health education sessions with consumers of the Rectory/Living in Balance Chemical Addiction Program bi-weekly.
8. Review and sign off on all menus created by the JASPER House Kitchen Manager prior to the beginning of each month.
9. Participate in all 1917 Peace-Meal meetings between AIDS Alabama and the 1917 Clinic and provide ongoing feedback, monitoring, and recommendations in relation to the health needs of JASPER House and Rectory consumers.
10. Ensure that all unusual incidents, including medication errors, are reported to PI staff, DNP and DMH community Programs immediately through Performance Improvement Processes.

11. Create, revise and update all Consumer Medication Administration Record's according to NDP standards and monitor at least monthly or more often as needed to ensure proper MAC staff assistance and documentation.
12. Ensure that all JH consumers have consultation forms completed for physical health appointments.
13. Assist the Medical Director in routine psychiatric screening of JH consumers, ensuring psychotropic medication counseling, AIMS assessments, consultation forms are completed and that all M.D. orders are implemented according to DNP standards.
14. Participate with Rehab Day Program Coordinator (RDP), Residential Program Coordinator in JH Treatment staffings at least twice monthly and include the Clinical Director of programs and Medical Director at least once monthly, ensuring that changes in consumer physical and mental health are noted and treatment planning takes place to address any needs or problems.
15. Provide medication administration and medication monitoring ensuring proper documentation for billing and tracking.
16. Help ensure that MAC staff have all needed supplies to effectively complete job tasks.
17. Participate in quarterly performance improvement meetings.
18. Act as the Infection Control Coordinator for the Safety committee within the structure of the Exposure Control Plan.
19. Partner with H.R. tracking and implementing correct TB testing processes for all staff.
20. Other duties as assigned.

Work Environment

1. Schedule: Work hours are full time and may include nights, weekends, and travel.
2. Physical: May lift up to 50lb occasionally; long periods of standing, stooping, bending, and sitting. Employee must be independently mobile including climbing stairs, able to read documents and respond to written communication, hear and understand the English language.
3. Cultural: Must be comfortable working with individuals and/or family members living with HIV (or other STIs), as well as those with impaired cognitive behaviors, individuals experiencing homelessness, LGBTQ individuals, and members of various racial/ethnic communities.

Overall Expectations

Represent the agency in person, and through all other methods of communication, in a way that reflects the agency's mission. Adhere to all AIDS Alabama/AIDS Alabama South Policies, Procedures, and Guidelines (including, but not limited to, Human Resources/Personnel, Finance, Operational, and Housing) as presented and as adapted. Establish a strong, solid line of communication with all levels of employees and external business partners. All employees are expected to perform and communicate openly, effectively, and professionally with staff members, consumers, community members and external business partners. Must be willing and able to complete all trainings in obligatory timeframes. Participation in agency activities, testing events, and fundraisers is expected as necessary and requested. Be aware that breach of confidentiality is grounds for dismissal. This job description can be modified to reflect additional tasks.

AIDS Alabama/AIDS Alabama South expects staff to create a safe space in which all people are valued, respected, and treated with dignity; sexuality is accepted as a healthy part of being human. In such a space, all people would be celebrated for who they are and provided with the economic, educational, and social opportunities to reach their full potential.

AIDS Alabama/AIDS Alabama South is an equal opportunity employer.

Employee's signature

Date

Human Resources signature (or assigned designee)

Date