

The Arc of Indiana Foundation
Erskine Green Training Institute
601 S. High Street
Muncie, IN 47305

Nurse
Non-Exempt

The Arc of Indiana Foundation is a not-for-profit organization that seeks to improve employment opportunities for people with disabilities.

The purpose of a job description is to give a framework to the general nature of the position. The Arc of Indiana Foundation is successful because of the teamwork of all employees working together to build a solid organization to advocate for people with disabilities and their families. The job description should never be viewed as an exhaustive list of any one person's responsibilities as we work together to get the job done.

Qualifications:

- Bachelor of Science in Nursing
- Licensed as a registered nurse in the state of Indiana
- Experience working with individuals with intellectual and/or developmental disabilities is preferred

Responsibilities:

1. Assesses health needs of students and develops a plan of care.
2. Maintains HIPAA compliance.
3. Implements student health plans.
 - Interprets the health status of students to Erskine Green Training Institute (EGTI) staff.
 - Initiates referrals to parents, EGTI personnel and community health resources for intervention, remediation and follow through.
 - Provides ongoing health information to students, parents, EGTI personnel and health agencies.
 - Recommends and helps to implement modifications of EGTI programs to meet students' health needs.
 - Utilizes existing health resources to provide appropriate care of students.
4. Maintains, evaluates, and interprets cumulative health data to accommodate individual needs of students.
5. Develops procedures for crises intervention for acute illness and injury.
6. Promotes and assists in the control of communicable diseases through preventative immunization programs, early detection, surveillance and reporting of contagious diseases.
7. Provides information on health.
 - Provides health information to assist students and families in making health-related decisions.
 - Provides information to students concerning health problems in order to encourage responsible decision-making practices.
 - Serves as a resource person to EGTI staff in health instruction and issues.
8. Coordinates EGTI health activities and serves as a liaison between home, EGTI and community.
9. Assists in the formation of health policies, goals and objectives for EGTI.
10. Responsible for maintaining and updating cumulative health records.

11. Prepares budget for EGTI health supplies.
12. Prepares first aid kit for EGTI.
13. Implements EGTI medication policy and procedure.
14. Monitors compliance of EGTI health program with federal, state and local laws, regulations and policies.
15. Provides first aid care and medically prescribed services.
16. Oversees prescribed medications to be taken by students.
17. Maintains security of health supplies.
18. Provides staff development on health-related topics.
19. Provides follow-up evaluations on students as required.
20. Recommends corrective action where problems are identified.
21. Records immunizations, health findings and other relevant health data.

Please send resumes to Megan Stevenson at mstevenson@arcind.org.

The Arc of Indiana Foundation provides equal employment opportunities to all employees and applicants.