

Walnut Street Center, Inc.
JOB POSTING

Position: Healthcare Coordinator	Department: Residential Services
Status: Non-Exempt	Salary: \$45k-\$55k, DOE
Reports To: Residential Nurse Supervisor	Hours: Full Time, Flexible
	Location: Somerville and Cambridge, MA

Summary:

Walnut Street Center, Inc. is a nonprofit, human service agency that provides comprehensive support services to adults who have developmental disabilities and their families. We are seeking an energetic, compassionate RN to provide nursing care to individuals with Intellectual and Developmental Disabilities in 3 residential sites. Site locations are within Somerville and Cambridge.

Responsibilities:

- Coordinate care with primary care physician, specialists, pharmacy and other medical services
- Complete preparation paperwork, schedule individuals for medical appointments, and carry out any follow up instructions from appointments
- Participate in hospital discharge planning, hospice intake and VNA supports within the community
- Work with multi-disciplinary team to develop participant's plan of care and coordination of services
- Provide health education and teaching to Direct Care staff and participate in in-service training programs such as special diets, supportive and protective devices, etc.
- Conduct medical audits in residential programs; reviewing Kardex, Narcotic book/count, Medical encounter forms etc., reordering medications as needed
- Organize, maintain, and file all program specific medical paperwork
- Regular travel in the Somerville, Cambridge and surrounding area required

Requirements:

- MA RN license, required
- Knowledge of case management systems, community service and delivery systems for DD population required
- Ability to work one weekend day a must
- Attention to detail and excellent time management skills, required
- Strong clinical and communication skills are essential
- Minimum of one year of experience working with DD adults in a long term care or Human Service environment preferred
- Experience with staff training and development, preferred
- Car and current driver's license required as an essential function of the position

Walnut Street Center believes diversity strengthens the value of workplaces. We are proud to be an equal opportunity employer. All qualified applicants are encouraged to apply.