



JOB DESCRIPTION

Position: Adult Day Service (ADS) Program Nurse

Employment type: Part-time, Non-exempt

Office Location: Mt Prospect Office (1166 S Elmhurst Rd, Mt Prospect, IL 60056)

Work Hours: 3 days a week, At least 4 hours per day

Wage Range: \$34 - \$37 per hour

Supervisor: Adult Day Service Program Manager

OVERVIEW:

- Assist Adult Day Service (ADS) program participants with daily functional activities, including but not limited to, hygiene, meals, ambulation and social activities
- Provide care management and support to participants
- Conduct appropriate assessments and administer medical assistance to participants

DUTIES AND RESPONSIBILITIES:

Adult Day Service (ADS) Program

- Administer or assist in administering medication to participants according to individual plan of care, physician's orders and emergent needs, and document clinical and progress notes on participant's medical records
- Maintain accurate filing and utilize written procedures to manage storage and administration of medications
- Ensure all participant medications brought to the ADS site are accurately labeled, stored and locked in an area inaccessible by program participants
- Keep accurate record of administration of all medications (prescription and non-prescription) in each participant's case record
- Maintain all required documentation and daily case notes for each participant
- Utilize physician orders for medication and file all records and paperwork in participant case files
- Perform assessment, observation, and monitoring of participant's vital signs and responses to medications
- Develop and implement care plans according to each participant's needs
- Responsible for care and safety of program participants, physically assisting them with daily functional activities, monitoring their whereabouts and monitoring the environment
- Assist ADS program staff with day-to-day program management
- Coordinate or assist in coordinating health and wellness programs for ADS participants
- Communicate regularly and effectively with participants, their families or caregivers, and healthcare providers, keeping them informed of any changes in the client's condition of care

Other

- Complete pre-service training totaling a minimum of 24 hours within the first week of employment (pre-service training may be exempted in certain circumstances)
- Complete two hours of dementia training within 30 days of the start of their employment and every calendar year thereafter (no exemption)





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- Fulfill a minimum of 12 hours of in-service training for continuing education per year; 9 out of the 12 hours must be on the topics outlined in the ADS policy by the IDoA
- Complete certification of CPR and be trained in first aid
- Attend meetings, conferences and seminars within the organization as needed
- Help coordinate and attend all virtual and in-person quarterly in-service training with the Community Care Program (CCP) team
- Participate in the agency's fundraising activities and events when necessary

QUALIFICATIONS:

- RN or LPN under the supervision of RN (must meet with LPN at least monthly to review person-centered plans of care and medication administration records, and be available to provide direction as needed)
- Capable of keeping highly detailed and rigorous review of documentation and database
- Excellent communication and interpersonal skills
- Computer skills to fulfill various administrative works
- Bilingual and bicultural knowledge (Korean-English)

Hanul Family Alliance is committed to providing equal employment opportunities to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability, genetics, or any other characteristic protected by applicable law.

To Apply: Complete the [Employee Application Form](#) and follow the instructions on the form.



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