



We have an opening at the Jewish Community Center for a **Part time Nurse (RN or LPN)**. This part time position is available in our busy Adult Day Services program located at our Creve Coeur location. This position is a daytime position, working on Mondays 7:30am to 6:00pm with occasional opportunities to fill in on other weekdays as needed. No nights or weekends.

**Purpose of the Job:** To perform all health monitoring and nursing services for participants of the Adult Day Center at the J. Maintain or improve the health of participants through observation, medication administration and health monitoring throughout the day; provide emergency first aid assistance when necessary. In accordance with state licensure for Adult Day Programs, a licensed nurse is required to be present at all times during hours of operation when participants are present.

**Essential Tasks:**

- Provide health care monitoring and medication administration to the participants on a daily basis.
- Conduct monthly weight and blood pressure checks for participants and record to file.
- Maintain accurate and timely records of medication administration/inventory, patient charting, Medicaid charting, and personal care schedule. Ensure all state and licensure requirements are met.
- Maintain contact with families and physicians when physical changes are noted, new participant paperwork is needed, medications require refill, documentation of medication change is needed, personal care items require replenishment, or a fresh change of clothes are needed.
- Ensure daily status reports are provided to families upon pick up.
- Provide shift summary and progress notes via email to full time Nurse each day.
- Communicate and update daily shower, toileting, physical therapy, and medication schedules.
- Provide health education to families and co-workers which will benefit program participants.
- Provide toileting, shower assistance and personal care physical assistance and verbal cues as needed.
- Provide morning and afternoon mobility and transfer assistance to participants who utilize our transport buses for arriving and departing the ADC.
- Provide dining room coverage while the participants are eating breakfast and lunch. Ensure modification of meals to meet the specific needs and diets of each participant during breakfast, lunch and snack times.
- Monitor and manage necessary care for all participants.
- Assist with providing direct care and ensuring proper ratios are maintained throughout the day.
- Review the daily transportation list to know attendance for the day and any cancellations.
- Greet participants in the lobby each morning; provide name tags, safety guards and mobility assistance as needed.
- Throughout the day check mailbox, voicemail/phone and respond to inquiries or forward to the appropriate person. Check the team communication log for any participant or staff updates.
- Along with the Care Plan Team, conduct initial medical/health eligibility assessments for new participants entering the program.
- Attend staff meetings and trainings and conduct in-service trainings for direct support staff as necessary.
- Coordinate with Buildings and Grounds department to ensure bathrooms within ADC are clean and fully stocked with supplies as needed.
- Engage with clients and assist with activities throughout the shift as needed.
- Other duties as assigned by supervisor.

**Qualifications:**

- Must hold current Missouri RN (Registered Nurse) license; or, current Missouri LPN (Licensed Practical Nurse) license.
- Must have current CPR/First Aid/AED certification (training provided if expired)
- Good interpersonal, written, and verbal communications skills are required.
- Prior experience in a geriatric setting is required.
- Prior experience working with individuals with cognitive impairments, developmental/intellectual and/or physical disabilities is also required.
- Experience with Microsoft Office Suite is required.
- Visual and auditory acuity.
- Physical ability to lift 50 pounds, transfer and assist participants up to 250 pounds.

*Position requires registration on MO Family Care Safety Registry which must be maintained for continued employment. Annual TB testing is required per state requirements, as is a current Hepatitis A vaccination.*

*Position is subject to a pre-employment background check and physical (includes drug test).*

For more information about the J and our programs, please see our website: [www.jccstl.org](http://www.jccstl.org) .

To apply for this position, please submit your resume, cover letter and completed J application to [careers@jccstl.org](mailto:careers@jccstl.org) . Please include the title of the position, "Part Time Nurse", for which you are applying in the subject line of your email. The J application is available for printing on the employment section of our website. Note that this is not an online form.

The J is an Equal Opportunity Employer and participates in the Department of Homeland Security's E-Verify program.