



Learning Never Ends

• Lifelong Learning and Wellness •

Case Manager/Trainer- RN

- Assesses and provides nursing services to individual based on need.
- Plans & implements daily treatment plans.
- Prepares and maintains records, reports, evaluations, and other documents.
- Inspects and maintains safe and healthful environments.
- Participates in conferences, meetings, workshops, and seminars.
- Communicates with enrollees, parents, and staff, both verbally and in writing.
- Complies with applicable laws, regulations, policies, and procedures and professional ethical standards.
- Hosts Medication Administration Classes for Direct Care Staff.
- Maintains required certifications/degrees/licenses.
- Maintains RN Trainer Cert every 2 years, 4 hours CE annually.
- Demonstrates regular and predictable attendance and punctuality.
- Complies with Safety rules established for the purpose of fulfilling compliance with Ohio Employment Risk Reduction Standards, Rules, or Orders, through the utilization of protective equipment and decontamination techniques.
- Complies with Individual Bill of Rights.
- Maintains current, valid Ohio Nursing License, First Aid and CPR certifications.
- Maintains a valid Ohio driver's license and a driving record acceptable to agency's insurance carrier.

Responsibilities and Duties

30% Supervises and instructs individuals with developmental disabilities in order to provide basic skill development in areas of health and safety.

20% Acting on physician's orders, administers prescribed medication; maintains medication accountability records; maintains medication equipment and supplies; performs skilled nursing procedures.

15% Assists in habilitation and personal health related matters and developing plans for case load (i.e. grooming, hygiene, safety, nutrition).

10% Investigates staff and enrollee incident/accidents; inspects building and grounds in order to ensure that environment is free of health and safety hazards.

10% Requests, secures, and follows-up on medical information related to assigned enrollees.

5% Trains staff, monitors and delegates administration of medication when appropriate per County Board policy, Ohio Nursing Board (ONB), and the Ohio Department of DD.

5% Prepares and maintains written records and reports as required on, but not limited to, enrollee medical history and information, program objectives and progress data for regular evaluations and for revision of the Individual Habilitation Plan.

5% Provides consultation services with instructors, parents, guardians and/or significant others regarding health and safety related issues of assigned enrollees.

Qualifications and Skills

- Registered Nurse or Licensed Practical Nurse.
- Maintains current, valid Ohio Nursing License.
- Maintain First Aid, CPR certifications.
- Valid Ohio Driver's license and a driving record acceptable to agency's insurance carrier.
- Maintains valid DODD certification.
- Communicate professionally, clearly and effectively with others, verbally and in writing.
- Ability to maintain accurate records and data.
- Ability to cope with stressful situations.
- Ability to lift, carry, move, push and pull up to 50 lbs., as per lifting policy.

20% Supervises and instructs individuals with developmental disabilities in order to provide basic skill development in areas of health and safety.

20% Acting on physician's orders, administers prescribed medication; maintains medication accountability records; maintains medication equipment and supplies; performs skilled nursing procedures.

20% Training and Compliance

15% Assists in habilitation and personal health related matters and developing plans for case load (i.e. grooming, hygiene, safety, nutrition).

10% Investigates staff and enrollee incident/accidents; inspects building and grounds in order to ensure that environment is free of health and safety hazards.

10% Requests, secures, and follows-up on medical information related to assigned enrollees.

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