



DAWSON COUNTY GOVERNMENT  
25 Justice Way, Suite 2233  
Dawsonville, GA 30534  
(706) 344-3501

## **NURSE**

### **DAWSON COUNTY SENIOR SERVICES**

Part-Time/Hourly/Non-Exempt

#### **JOB SUMMARY**

This position is responsible for assessing and administering basic medical care to senior clients while attending the center and in their home when needed. Major emphasis on hand and foot care for senior clients. Also assist senior clients with medical appointments, charting vitals of each senior client, administering over the counter medications, responding to medical emergencies, and health education.

#### **ESSENTIAL DUTIES**

- Administer basic medical care to senior clients
- Administer blood pressure and glucose checks
- Maintain medical charts for all senior clients
- Administer hand and foot care for senior clients including diabetics
- Administer over the counter medications
- Respond to medical emergencies
- Schedule medical appointments and speak to nurses and doctors as needed for clients
- Assist with Dementia Respite Care Coordinator
- Assists with Assessments and Re-Assessments for homebound Meals on Wheels Clients
- Guarantee patient confidentiality is respected and kept intact.
- Ensure medical carts are stocked with all needed supplies
- Conduct monthly talks to seniors on health topics
- Correspond with seniors in a kind and professional manner
- Answer phone and assist senior staff as needed
- Assist with other duties as assigned

#### **KNOWLEDGE / SKILLS / ABILITY**

##### **KNOWLEDGE OF:**

- elderly senior care
- basic nutrition and health principles.
- first-aid and CPR techniques.

**SKILLED IN:**

- reacting quickly and calmly under emergency and/or life-threatening conditions
  - observing and making accurate observations concerning seniors well being
  - instructing and assisting senior citizens in programs and events.
  - organizing and maintaining records.
  - operating such office equipment as a computer, facsimile, and calculator.
  - public and interpersonal relations.
  - oral and written communication.
  - working knowledge and current certification of first-aid, CPR and AED.
- **ABILITY TO:**
  - Read, Write and perform mathematical calculations
  - Effective communicate both orally and written
  - Work and maintain professional composure while under stress and pressure
  - Maintain a safe, hygienic working environment
  - Work with senior clients

**COMPLEXITY**

The work consists of varied duties in medical care, specifically dealing with elder care.

**CONTACTS**

Contacts are typically with co-workers, center participants, local social service agency employees, program volunteers, vendors, medical personnel, and the general public. Contacts are typically to give or exchange information and provide services.

**ADA MINIMUM REQUIREMENTS****Scope of Performance:**

Guidelines include Area Agency on Aging guidelines, federal Older Americans Act (Title III) guidelines, medical care guidelines and county policies and procedures. These guidelines require judgment, selection, and interpretation in application.

**Physical Ability:**

The work is typically performed while sitting, standing, walking, bending, crouching or stooping. The employee must frequently lift light objects up to 10 pounds and occasionally lift heavy objects up to 50 pounds, perform climbing and balancing, pushing and/or pulling of objects and materials. May use tools or equipment requiring a high degree of dexterity, and distinguish between shades of color.

**Environmental Factors:**

The work is typically performed indoors. The employee may be exposed to contagious or infectious diseases, and occasional inclement weather. The work requires the use of medical devices and supplies.

**SUPERVISORY AND MANAGEMENT RESPONSIBILITY**

The employee works under the general and technical supervision of the Senior Services Director. The work is reviewed through communications, reports, and observation of overall department operations.

**MINIMUM QUALIFICATIONS**

- High School Diploma or G.E.D.
- Licensed as a Licensed Practical Nurse (LPN, Registered Nurse (RN) or Nurse Practitioner and hold a valid license in the State of Georgia.
- Previous experience with a senior service program is preferred.
- Must possess and maintain valid CPR/First Aid certification.
- Possess a valid Georgia driver’s license and maintain a satisfactory Motor Vehicle Record (MVR).
- Applicant must be able to pass a background check and drug screening.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

I have read the above job description and understand the requirements.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Witness: \_\_\_\_\_