

GENESEE/ORLEANS COUNCIL ON ALCOHOLISM AND SUBSTANCE ABUSE, INC.

JOB VACANCY

NURSE MANAGER

REPORTING RELATIONSHIP: Under the supervision of Program Coordinator/Director, the Nurse Manager assists in the development and monitoring of the quality systems of the OTP of the Genesee/Orleans Council on Alcoholism and Substance Abuse, Inc.

SUMMARY OF DUTIES: The Nurse Manager is responsible for the safe and efficient dispensing of doses of methadone to clients, consistent with the clinic procedures. The nature of this position is fast-paced in high-stress situations and conditions. **Job Functions (May Include):** * Dispense appropriate methadone doses, in accordance with clinic procedures. Record all doses dispensed and account for all methadone used during a Dispensary shift. Accurately record patient details in the electronic medical records system. Organize and monitor the activities of the Dispensary Technician/LPN. Attend such meetings as directed by the Director of Services and report to the Medical Director as required. Monitor charts for dose discrepancies and take corrective action when needed. Participate in Team meetings and provide such data as needed by the Team for inclusion of medical treatment plan. Monitor other health related matters for all patients and assigned units, including making outside referrals when appropriate.

QUALIFICATIONS: Must be a graduate of an accredited school of nursing and have a current New York State Nurses License. Prefer RN to have had coursework in the behavioral sciences, previous experience with drug abuse treatment is preferred.

ADDITIONAL REQUIREMENTS: Must have a current CPR/First Aid certificate or obtain certification within 90 days of hire. Computer literate, with basic knowledge of Microsoft Office Suite, and electronic medical records systems, as well as a high level of initiative in keeping current with technological change(s). Ability to prioritize workload and activities, and follow through on assigned tasks to assure completion in a timely manner. High integrity and ethical standards. Excellent attention to detail, planning and analytical skills. Dependable, able to work under pressure, receptive to change, willing to learn, cooperative approach to problem-solving, Ability to establish and maintain effective working relationships with staff, clients, and outside contacts from a wide variety of ethnic, socioeconomic and cultural backgrounds; good diplomatic skills; including strong conflict-resolution skills. Flexible team player; cooperative and uses excellent judgment. Hours of clinic operation: 6 a.m. to 2:00 p.m. May be required to work weekends and/or holidays. EOE

LOCATION: 430 East Main Street, Batavia, NY 14020

FOR MORE INFORMATION OR TO APPLY:

Apply online with a cover letter and resume to:

GCASA, Attn: Human Resources

430 East Main Street

Batavia, NY 14020

Phone: 585-815-1801

Email: kcorcoran@gcasa.org

POSTED:

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