

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

JOB VACANCY

NURSE - METHADONE PROGRAM

Under the supervision of Program Coordinator/Director, the Nurse Manager assists in the development and monitoring of the quality systems of GCASA's OTP program.

Job Functions:

- 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.
- 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.
- Keep current with trainings and any other program regulatory updates/duties/policy and procedures as necessary.
- Member of Incident Review Committee and Member of Continuing Quality Improvement Committee

Education

Nurses at GCASA must be graduates 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

- 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. Available hours of operation: 6 a.m. to 2:00 p.m., additional hours, as well as Saturdays and holidays.

This is a salaried nonexempt position.

Vacancy at: GCASA's 430 East Main, Batavia location

Send resume to:

Human Resources
GCASA
430 East Main Street
Batavia, NY 14020
Phone: 585-815-1801
Email: kcorcoran@gcasa.org

POSTED:
7/31/2020

DEADLINE:
8/4/2020

Genesee/Orleans Council on Alcoholism and Substance Abuse does not discriminate on the basis of race, color, national origin, creed, sexual orientation, age, handicap, or marital status as decreed by Law, and is in compliance with Title IX of the Education Amendments of 1972, and Section 504 of the Rehabilitation Act of 1973.