

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

**JOB VACANCY**

**NURSE - METHADONE PROGRAM**

Under the supervision of Program Coordinator/Director, the Nurse 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 substance use disorder 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](mailto:kcorcoran@gcasa.org)

POSTED:  
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DEADLINE:  
ASAP