



Golden Gate Regional Center

Serving people with developmental disabilities since 1966

CLINICAL NURSE

SAN FRANCISCO OFFICE

Job No. 377

ABOUT THE AGENCY

Golden Gate Regional Center is a non-profit that provides assistance to allow developmentally disabled individuals to lead independent and productive lives. We offer competitive pay, outstanding benefits, and a dynamic work environment. We have over 200 employees located in San Francisco, Corte Madera and San Mateo.

ABOUT THE JOB

The Clinical Nurse performs initial medical assessment of clients to determine needs for specialized nursing care, and to participate in the development, implementation and ongoing monitoring of a care plan for a client. This position also consults with the social workers for clinical matters, including individual care needs, end of life issues, and licensing requirements for medical issues. This position will report to Director Clinical Services and for daily deployment to the Manager-Early Start Services. Although primarily housed in the San Francisco office, this position will be conduct assessments in San Mateo and Corte Madera as well. Bilingual-Spanish preferred.

DUTIES

- ◆ Assessment:
 - Visits clients/families/group home to determine medical needs, supports, safety issues, level of care needs.
 - Assesses nursing needs, i.e., respite versus skilled care; assess level of care for community placement
 - Assist in determining need for ongoing therapies
 - Identify and clarify medical issues
 - Assists ID team in determining health insurance benefits as related to consumer needs.
- ◆ On-going Support
 - Monitor clients on a regular basis through follow-up visits
 - Review nursing plan, access to medical services and attend physicians appointments as appropriate
 - Write reports or assessments of visits as appropriate
 - Participate in treatment planning decisions
 - Document and report information; Co-ordinate with Social Worker or Intermediate Care Facility Specialists as needed
 - Provide information to case managers/discharge planners and other interested parties
 - Contribute towards crisis plans

www.ggrc.org

875 Stevenson St., 6th Floor
San Francisco, CA 94103
(415) 546-9222

3130 La Selva St., Ste 202
San Mateo, CA 94403
(650) 574-9232

5725 Paradise Dr., Bldg. A Ste 100
Corte Madera, CA 94925
(415) 945-1600

- Assist with plans for preventative medical and nursing services
- Integrate client nursing and dental diagnostic and therapeutic plans with dental coordinator
- ◆ Education/Advocacy
 - Direct family client contact on variety of health related issues, especially diabetes and nutrition
 - Advocate for appropriate in-service training provided to facility staff before and during placement of clients
 - Conduct training at group homes and Day programs on variety of topics, including diabetes, nutrition, seizures, recognizing signs and symptoms of illness
 - Conduct training at GGRC
 - Conduct training to consumers/providers/families at appropriate settings
 - Perform community outreach
- ◆ Maintain and update client records according to accepted professional standards
- ◆ Participate in special projects, and assist with additional duties or tasks, as assigned
- Maintain all client information as confidential in compliance with the federal Health Insurance Portability and Accountability Act of 1996 (HIPAA) and the California Lanterman Act

EDUCATIONAL AND EXPERIENCE

- ◆ Bachelor's Degree in Nursing or equivalent related experience required
- ◆ 2+ years in Community Nursing experience
- ◆ Valid Registered Nurse License at time of hire and ability to maintain license in good standing
- ◆ Experience in multi-cultural settings and/or multi-lingual capacity

SKILLS AND COMPETENCIES

- ◆ Applied knowledge of standardized developmental assessment tools
- ◆ Build partnerships and trusts through collaboration, active listening and an openness to new ideas
- ◆ Ability to draft develop standard business communications and reports, using proper grammar, spelling and punctuation
- ◆ Ability to convey complex information and ideas in a clear, concise and professional manner
- ◆ Operate with the understanding of working within the context of a larger team
- ◆ Support employees to think critically and problem solve to find answers
- ◆ Demonstrate sensitivity to individual's concerns and needs; listen with patience
- ◆ Use insight and understanding to deliver difficult news in a compassionate way
- ◆ Take initiative and is proactive about staying current with new research, approaches, policies, laws, methods or technologies in area of expertise
- ◆ Act quickly and decisively in a crisis
- ◆ Understand and effectively react/adapt to multiple and competing priorities on the job; use knowledge and expertise to focus on key job outcomes
- ◆ Demonstrate respect and cultural awareness; effectively manage own reactions

- ♦ Ability to operate basic office equipment, including scanners, copiers, faxes, phones
- ♦ Basic familiarity with MS Word®, MS Excel®, MS PowerPoint®, MS Outlook® or similar software applications

Candidates may apply for positions by sending their resumes and cover letters to jobs@ggrc.org or by clicking on <https://home.eease.adp.com/recruit/?id=516046>. Please specify the job number of the position for which you are applying in the subject of the email and your salary expectations. Access to reliable transportation permitting travel to and between many different locations throughout the day in order to perform the outlined responsibilities of the position. GGRC is an equal employment opportunity employer.

No phone calls or faxes accepted.