



## Job Announcement Internal Candidates Only

**Date:** January 9, 2008

**Position:** 100%

**Title:** Registered Nurse

New       Replacement

**Dept:** Developmental Division

**Program Title:** Family Developmental Center

**Reports to:** Program Director

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**BRIEF DESCRIPTION:** Join one of San Francisco's most dynamic and innovative social service agencies. Family Service Agency of San Francisco (FSA) is seeking a Registered Nurse for our Family Developmental Center. The Family Developmental Center (FDC) is a Mission District based program for children from birth to four years of age. The program provides a stimulating environment with developmentally appropriate activities in seven classrooms. The nurse will be part of a multidisciplinary team of professionals who work to address the medical and developmental needs of all children at FDC. The team consists of bilingual (Spanish) team of speech therapists, mental health play therapist, social worker, physical and occupational therapists, vision and hearing specialists and classroom teachers. While most children attending are Latino, the Family Developmental Center's family and staff are comprised of the rich and varied cultures, which comprise San Francisco. The successful candidate will be the person who sees this as an opportunity to contribute directly to the health, education and developmental progress of our children and their families. This is an opportunity to work with a team of motivated, talented professionals who use their flexibility and creativity in a community based program.

**Additional Benefits:**

Family Service Agency also offers an excellent benefit package. Full-time /Part-time employees who work over 20 hours a week qualify to receive the following benefits: Medical, Dental, Life Insurance, 21 days paid vacation, 15 days paid sick leave, 3 days paid Personal Business Leave (PBL), 12 days paid holidays, Retirement Savings Plan, Transportation Plan, Cafeteria Plan.

The Nurse position is responsible for the supervision and daily health care of the children in the Center. This would include daily rounds, updating classroom staff of medical situations to monitor, education of parents regarding disease processes, administration of medicine dosages, making referrals for additional care, documentation of health status, and performance of specific medical procedures for special needs and other children. The Nurse will develop and maintain appropriate Protocols for various medical situations, and will be responsible for training classroom staff in these areas. The Nurse will participate in the development of, and implementation of, a minimum of 12 hours in-service each calendar year, to be logged in for verification of professional growth hours for classroom credentialed staff. This position is focal for the dissemination of educational material to parents and staff regarding health issues or disease outbreaks in the Center and the City at large.

**Duties and Responsibilities:**

- Supervision and administration of daily health care to include medication, treatments, review of special diets, classroom rounds and advisement, medical referrals and exposure notices.

- Documentation of treatments, changes in treatment plans, accident reports that require follow-up, communicable disease reports, child screening reports, and generation of reports to GGRC and Molera Foundation on special needs children.
- Participation with Special Needs Program Director in review of application for services to ensure agency capability, and ongoing monitoring to ensure optimal care is provided while mainstreaming special needs children.
- Maintain record of, and carry out, standing orders for treatment of non-life threatening illnesses.
- Identification of training needs for staff and provision of such training in a structured, documented format as part of professional growth requirements.
- Review and implementation of FSA policies which govern medical, health and safety procedures.
- Development of Procedures Manual for treatments that classroom staff is allowed to provide after appropriate training (approved by Community Care Licensing and by State Department of Education).
- Documentation and submission of monthly report to Department Head of level and scope of care provided to children, training provided to staff, and public health issues which require notification to Administration or city health departments.
- Provide assistance and leadership to Jessica Center in development of medical protocols and guidelines, on an as-needed basis.

**Qualifications:**

- Graduation from an accredited School of Nursing
- Current California State Nursing License
- Experience working with infants/toddlers and their families
- Three years pediatric nursing experience preferred
- Knowledge of child development and assessment
- Communication and training skills for staff development
- Bilingual English/Spanish preferred

**Additional information:**

1. Exempt status
2. Responsible to Special Needs Program Director


Job Announcement Posted Internally at all sites		
From: 1/9/08	To: 1/17/08	By: V. Castro

**SEND RESUMES TO:**

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Approved:   
HR Director

Date: 1-9-08

Approved:   
CEO

Date: 1-9-08