



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

GREATER SCRANTON YMCA JOB DESCRIPTION

Job Title: **Licensed Practical Nurse**

Status: Non-Exempt

Status: Part Time (Maximum 20 hours/week), Shared Staff

Department: Chronic Disease Prevention

Reports to: Registered Nurse

Revision Date: 06/2019

POSITION SUMMARY

This position, consistent with the Christian mission of YMCA, supports the work of the Y, a leading non-profit committed to strengthening community through youth development, healthy living and social responsibility. This is accomplished by executing the "Your Nurse Program" by providing care, keeping charts and records, and offering health education resources to patients at both the Greater Scranton YMCA and the Wilkes-Barre Family YMCA. The "Your Nurse Program" is an individualized exercise program for adults needing or desiring a healthcare professional to oversee their health and wellness journey. This position will seek to develop relationships in the community and grow participation of the program.

ESSENTIAL FUNCTIONS

- Responsible for maintaining "Your Nurse" programs
- Interview participants and examine their medical history
- Assure fitness trainers have information necessary to properly train participants
- Monitor participant vital signs
- Communicate with program participants on their status and progress
- Maintain records for all program participants
- Maintain HIPAA compliance
- Lead health workshops to increase knowledge about health indicators, risk factors, and prevention
- Guide and educate staff regarding current health trends and align with core programming
- Other duties as assigned

YMCA COMPETENCIES (Leader):

Mission Advancement: Accepts and demonstrates the Y's values. Demonstrates a desire to serve others and fulfill community needs. Supports fundraising.

Collaboration: Works effectively with people of different backgrounds, abilities, opinions and perceptions. Builds rapport and relates well to others. Seeks first to understand the other person's point of view and remains calm in challenging situations. Listens for understanding and meaning; speaks and writes effectively. Takes initiative to assist in developing others.

Operational Effectiveness: Makes sound judgments and transfers learning from one situation to another. Embraces new approaches and discovers ideas to create a better member experience. Establishes goals, clarifies tasks, plans work and actively participates in meetings. Follows budgeting policies and procedures and reports all financial irregularities immediately. Strives to meet or exceed goals.

Personal Growth: Pursues self-development that enhances job performance. Demonstrates an openness to change and seeks opportunities in the change process. Accurately assesses personal feelings, strengths and limitations and

how they impact relationships. Has the functional and technical knowledge and skills required to perform well; uses best practices and demonstrates up-to-date knowledge and skills in technology.

QUALIFICATIONS:

- Licensed Practical Nurse
- Minimum of 3 years' experience in Community Health/Nursing preferred
- Critical care and/or cardiac rehabilitation experience preferred
- Current state licensure and current malpractice insurance
- Strong human relation skills with the ability to relate to staff, members, program participants, and volunteers
- A desire and willingness to work to advance and expand services
- Must be able to take initiative in making decisions and solving problems in the areas of assigned responsibility
- Ability to maintain professional relationships with colleagues from community health organizations and/or global education organizations
- Must have the ability to work a varied schedule, including evening and weekend hours

PHYSICAL REQUIREMENTS:

- Ability to perform light to moderate exercise activity, including walking, bending, sitting, stooping, kneeling, standing, lifting (10 lbs.), and carrying (10 lbs)

This job description reflects management's assignment of essential functions; it does not prescribe or restrict the tasks that may be assigned.

This job must be performed satisfactorily so that the "Your Nurse" program runs smoothly and continues to grow and serve our community. The incumbent's performance may be measured by increased "Your Nurse" program participation, participant improvements as a result of the "Your Nurse" program.

SIGNATURE:

I have reviewed and understand this job description for my position at the Greater Scranton YMCA. The above statements are intended to describe the general nature and level of work being performed by persons assigned to this position. They are not intended to be an exhaustive list of all associated responsibilities, skills, efforts or working conditions. The Greater Scranton YMCA reserves the right to change, amend, add, delete and otherwise assign any and all duties, responsibilities and position titles as it deems necessary to meet the needs of the business.

Employee's name

Employee's signature

Supervisor's Name

Supervisor's Signature

Today's date: _____