



JOB DESCRIPTION

TITLE:	Dispensing Nurse
CLASSIFICATION:	Full-time/Non-Exempt/37.5 hours
IMMEDIATE SUPERVISOR:	Program Manager
PROGRAM/DEPARTMENT:	Methadone

SUMMARY OF POSITION RESPONSIBILITIES:

The Dispensing Nurse has overall responsibility for all aspects of managing the methadone including ordering, dispensing and tracking. Methadone dispensing includes dose changes, tapers, breathalyzing, phlebotomy/perform blood draws during intake, annual labs or as needed; Complete opening and closing producers including but not limited to the shift log and running necessary reports at the end of the shift.

The dispensing nurse dispenses under the orders of the Senior Physician, Staff Physician or the Medical Director.

GENERAL DUTIES:

1. Maintain all dosing functions within Federal and State guidelines as articulated in the program protocol and Title 9 requirements.
2. Order inventory and monitor Methadone stock per federal regulations and as directed by the Agency.
3. Maintains clear, accurate, timely dispensing logs.
4. Knowledge of automated dosing machine demonstrated by timely performance of those functions and immediate notice to supervisor of mal-function.
5. Demonstrates proficiency to dose methadone manually.
6. Communicate clearly and cooperatively with staff and clients.
7. Maintains sanitary work site, properly disposing of potentially infectious waste materials.
8. Responsible for making emergency medical assessments for unstable clients.
9. Provide productivity report for VDRL component and generate monthly TB statistical data.
10. Work within program's quality assurance guidelines.
11. Collection and routing of urinalysis specimens.
12. Liaison with jail dosing programs.
13. Liaison with pharmaceutical company suppliers. Maintains/orders medical supplies as needed.
14. Participate in professional development training throughout the year. Receive required crisis intervention and de-escalation training. Participate in safety training.
15. Commit to the provision of culturally competent services.
16. Follow established company policies and those outlined in the employee handbook;
17. Special projects and other responsibilities as may be determined.

OTHER SKILLS & ABILITIES:

1. Must meet the current education and experience requirements specified by the Board of Vocational and Psychiatric Technician Examiners of the State of California.

2. A general knowledge of and ability to apply nursing care and general procedures.
3. Establish effective therapeutic relationships with patients.
4. With proper certification, may perform blood draws.
5. Analyze situations accurately and take effective action to control or restrain violent patients.
6. Must have considerable experience with African American clients and underserved populations, preference for bilingual or multilingual.
7. Must be highly familiar with the Western Addition and/or SE SF. Ensure compliance of all work related activities in a fair, ethical, and consistent manner;
8. Demonstrated initiative and ability to follow-through on work assignments.
9. Ability to prioritize work and balance the needs of multiple projects simultaneously.
10. Flexibility to change responsibilities as the needs of the program change and able to work in stressful conditions.
11. Detail oriented, an organized thinker and must possess strong problem solving skills.
12. Must be able to maintain confidentiality of sensitive information.
13. Strong written and oral communication skills; excellent interpersonal communications skills.
14. Demonstrated Commitment to the Agency mission.
15. Must be able to work within a multi-disciplinary team, in a multi-cultural/multi-ethnic environment.

LICENSES/CERTIFICATION:

- Possess a current valid license as a Licensed Vocational Nurse or Psychiatric Technician.

QUALIFICATION REQUIREMENTS:

As a Westside team member you represent Westside Community Services. Other desired characteristics include being sensitive to the needs and committed to the cultural relevancy of services.

PHYSICAL AND VISUAL ACTIVITIES:

Mild to medium to heavy work requiring prolonged or repeated standing, walking, climbing, stooping, kneeling, crouching, lifting, carrying to a maximum of up to 50 lbs.

Physical and visual activities that is commonly associated with the performance of the essential functions of this job. "Commonly associated" is not intended to mean always or only. There may be different experiences that suggest other ways or circumstances where reasonable changes or accommodations are appropriate.

SCHEDULE:

Tentatively: 6:30 am – 3:00 pm as time and days are varied as determined by Program Manager; Weekends & Holidays are required.

Westside Community Services is an equal opportunity employer.