

## **PDMS 1201 Nurse Job Posting**

**This is an Independent Contractor, 1099 position**

### **Position Summary:**

The 1201 Nurse is a registered nurse who is currently certified or has the ability to become certified by the state of NH as a 1201 Nurse trainer. This position will oversee the medication administration process for a small caseload of clients and their providers in our PDMS (Participant Directed and Managed Services) program. The 1201 Nurse oversight will include periodic visits to client homes to review medication logbooks, assess medications, provide annual recertification of medication administration certificates and address questions and concerns of the clients and their caregivers. Quality and biannual reporting will be required as specified in the NH state regulations (He-M 1201). This contract position is a part time commitment providing 1-2 hours of support per client each month.

### **Essential Job Functions:**

- Independently contact and schedule regular home visits with clients and their providers/guardians who are administering medications
- Annually recertify all provider's medication administration certificates and provide copies to Gateways Community Services HR Department
- Prepare and submit invoices on a timely basis for services rendered
- Collaborate with families on biannual reporting and quality assessments
- Attendance at both statewide and Gateways nurse meetings
- Be knowledgeable of, and adhere to all regulations applicable to providing services to individuals with developmental disabilities in New Hampshire including, but not limited to the following: (He-M 1201, He-M 524, He-M 525 and He-M 506)
- Ensure quality delivery of services

### **Qualifications, Education and Experience:**

- Current certification as a Registered Nurse, nursing experience required
- High level of interpersonal skills to handle sensitive and confidential situations
- Ability to follow HIPAA guidelines
- Possess reliable transportation, valid drivers' license, and applicable vehicle insurance for business travel.
- Experience with Developmental Disabilities and/or Acquired Brain Disorders preferred