



ELEVATING THE SPECTRUM
FOR INDIVIDUALS WITH AUTISM

Life Enrichment Registered Nurse Job Description

Description for: Life Enrichment Registered Nurse	Effective Date: Jan 2021
Reports to: Clinical Director	Section: Life Enrichment
Classification: Part Time, Hourly, Exempt	Term: Year-round, part-time
Starting Wage: \$37.50/hour for W2 employee, \$50/hour for 1099 contract employee	

About Ascendigo: Ascendigo is a nonprofit organization that enhances the lives of children and adults living with autism spectrum disorder (ASD) through outdoor/sports education, employment, adventure camps, community integration and an array of behavioral health services. We are headquartered in the heart of the Roaring Fork Valley (Carbondale, CO) and provide programming to over 200 individuals with autism of all ages from Aspen to Rifle. Currently, Ascendigo employs approximately 65 full and part-time year-round staff members. Ascendigo is currently celebrating its 17th anniversary as one of the premier nonprofits in the Aspen community and was named "Nonprofit of the Year" in 2019 by the Carbondale Chamber of Commerce for our programs, our community outreach, and our employee benefits.

Job Summary: Oversee medical care of 5-10 individuals diagnosed with Autism in a residential care facility.

Essential Job Functions:

1. Medical case review on each client including physician notes and orders
2. Assist in development of medical summary for each client
3. Review of incident reports and assessment of clients for injury
4. Development of medical protocols based on client's needs
5. Review medication administration records and monitor vital signs
6. Provide staff education
7. Direct client services including blood draws and administering injections, administering minor first aid
8. Attend client meetings to review /discuss any medical issues with staff
9. Develop protocols for funding sources (Medicaid/PASA)

Other Job Duties: Arrives to work on time, engages in appropriate behavior with clients at and outside of work, appropriate interactions with supervisors & managers, attends trainings, and meetings. Is up to date on all program changes and modifications. May be asked to help with other Ascendigo programs as needed. Could serve as House Host if desired. (*See Housing Opportunity description below.*)

Physical Requirements/Equipment Used: Equipment used may include computers, software, mobile devices, specialized client and home technology. Job may require bending, lifting heavy objects (<25 pounds), carrying objects, climbing stairs, driving, pushing/pulling, reaching, sitting at a desk, moving furniture, bending, kneeling, stooping, reaching, and overhead reaching, as well as physical client prompts and manipulation for skill building or for safety.

Qualifications: Should have nursing experience and a degree in a related field. Should have excellent communication and listening skills, with strong observational, clinical, analytical, and problem-solving skills. Should understand regulatory compliance and be skilled in understanding technical data.

- Strong attention to detail, observation, organizational, and leadership skills.
- In-depth knowledge of quality control procedures and legal standards.

- Excellent communication and listening skills.
- Good technical and IT skills.
- Working knowledge of state regulations pertaining to support for individuals with IDD.
- Display a positive attitude, show concern for people and community, demonstrate presence, self-confidence, common sense and good listening ability.
- Be organized and exhibit 'follow through' on tasks and goals.
- Strong interpersonal skills, the ability to supervise and motivate colleagues.
- Strong analytical and problem-solving skills.
- Ability to work independently, set priorities, delegate and meet deadlines.
- Must be a team player.
- Ability to work flexible hours, including evenings, weekends and extended hours for meetings and events may be required.
- Access to a vehicle for travel throughout local community.
- Follow the policies and procedures of the organization.
- Experience with Colorado Medicaid

In addition, this position,

- Must be age 21 or over and have legal working status.
- Must maintain a valid driver's license and excellent driving record.
- Must successfully complete required training, including but not limited to training specific to caring for Ascendigo clients and mandatory reporting training.
- At least 3 years in the field of nursing.
- Should have one's Registered Nurse certificate and be up to date
- Understands that some households may be under security surveillance including but not limited to video monitoring, and that video may be reviewed on a need-to-know basis on request by the Ascendigo CEO/President
- Is able to travel for occasional professional development and resident activities.

Personal Characteristics: Should be committed and passionate about the Ascendigo mission of a holistic, active, community-based, independent, and person-centered life. He/she should believe in the dignity and potential of our clients. Additionally, the successful candidate should:

- **Show maturity, responsibility, dependability** and the ability to follow through on tasks with modest supervision;
- **Be diplomatic and discrete:** commitment to maintain strict confidentiality and respect the privacy of residents and their families;
- **Be proactive:** taking the initiative, willing to pitch in to assist with organizational projects;
- **Behave ethically:** understand ethical behavior and business practices, and ensure that own behavior and the behavior of others in Residential is consistent with these standards and aligns with the values of Ascendigo;
- **Build relationships:** establish and maintain positive working relationships with others, both internally and externally, to achieve Residential goals;
- **Communicate effectively:** speak, listen and write in a clear, thorough and timely manner using appropriate and effective communication tools and techniques;
- **Creativity/Innovation:** develop new and unique ways to improve operations of the Team and to create new opportunities;
- **Focus on client needs:** anticipate, understand, and respond to the needs of clients to meet or

exceed their expectations and provide high quality care;

- **Foster teamwork:** work cooperatively and effectively with others to set goals, resolve problems, and make decisions;
- **Lead:** positively influence others to achieve results that are in the best interest of Ascendigo;
- **Make decisions:** assess situations to determine the importance, urgency and risks, and make clear decisions which are timely and in the best interests of Ascendigo;
- **Organize:** set priorities, develop a work schedule, monitor progress towards goals, and track details, data, information and activities;
- **Plan:** determine strategies to move Residential forward, set goals, create and implement actions plans, and evaluate the process and results; and
- **Solve problems:** assess problem situations to identify causes, gather and process relevant information, generate possible solutions, and make recommendations and/or resolve the problem.

Housing Opportunity: The job *could* include living on the premises of one of the Residential houses as a 'House Host'. Serving as a 'House Host' *does not* include providing direct services but *does* include providing natural support by helping to create a positive, structured, and safe home life. In exchange for providing natural support, rent would be discounted and would include utilities, internet and access to house amenities such as laundry facilities and hot tub (as applicable). Living in an Ascendigo-managed home is contingent on signing the Housing License Agreement in Connection with Employment.