



Position	Registered Nurse (RN)
Reports To	Senior Manager of Behavioral Health
Classification	Exempt
Salary Range	\$99.6K - \$114.4K per year
Hours	40 Hour/week; M-F; Day Shift
Role	Primary on Site

### **ABOUT PORCHLIGHT**

PorchLight is a 501(c)3 nonprofit organization founded in 1993 to provide a warm, safe, and hospitable place for single men to sleep and be nourished with three healthy meals each day. Today, with partnerships and support from King County’s Eastside community, PorchLight serves more than 1,700 people each year with street outreach, day center services, shelters, permanent subsidized housing, case management, and other life-saving supportive services—including three meals a day, 365 days a year.

PorchLight a healthy, fiscally stable organization with a dedicated Board and staff poised to advance its mission. Our core values are relationship, community, empowerment, dignity and respect. These values embody the PorchLight mission to partner with men experiencing homelessness & the community to create a path to stable living.

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### **OVERVIEW OF POSITION**

The Registered Nurse (RN) will work with Senior Management to create a health and wellness support program for our permanent 100 bed Emergency Men’s Shelter. The position collaborates to accomplish the delivery of medical services that enhance the biopsychosocial and overall functioning of PorchLight clients.

The RN will use their knowledge and experience related to healthcare systems and scopes of practice to inform the organization leadership of best practices, laws relating to nursing scope of practice, and other considerations in possible expansion of a nursing program. This person must develop meaningful relationships with staff members within the interdisciplinary team. This role functions as a member of the CFH interdisciplinary team which embodies trauma informed care practices agency wide and works with clients to increase independence and community integration.

### **Schedule Is Flexible with Some Remote Work Possible**

In addition to the key responsibilities, the RN must demonstrate the ability to adapt quickly to a wide variety of situations and exhibit effective communication and critical thinking skills. The person who will succeed in this position is committed to supporting and modeling the PorchLight values through their actions and expectations of others.

Candidates must have a proven ability to navigate health systems, understand nursing relationships, identify liability concerns, demonstrate experience and ability providing healthcare and wellness



information to clients pending shelter needs. The RN is also expected to build collaborative relationships within PorchLight (case managers, behavioral health, and shelter staff) and externally (medical and mental health service providers, public agencies, and peer organizations) to help men maintain and/or move towards wellness and housing stability.

### **Key Responsibilities**

- The RN will do nursing care assessments, carry out light medical tasks including possible medication assistance and storage for clients, coordinate care for clients needing medical services, identify and order medical supplies for the nurse's office, follow medical records guidance, policies, and procedures, and assist clients with light supports for ADLs when required.
- Conduct health assessments for individual clients and across the PorchLight community while considering physical, emotional and social needs.
- Develop and implement health promotion programs tailored to the needs of the PorchLight community, addressing prevalent health issues.
- Implement and maintain an ongoing quality improvement program aimed at improving the health and well-being of PorchLight clients.
- Develop and implement methods for coordination of nursing services with other resident services to ensure the continuity of clients' total regimen of care. Facilitate referrals to specialized services when needed.
- Collaborate with public health agencies and community organizations to develop strategies for preventing and controlling communicable diseases.
- Collaborate with the Behavioral Health team to create, update and implement health related departmental policies and procedures. Ensure policies and procedures are followed by PorchLight staff.
- Provide direct nursing care as needed.
- Prepare, plan, identify, and order nurse office medical supplies in collaboration with the Senior Manager for Behavioral Health within the budget plan.
- Assist the management team in reviewing health program &/or service deficiencies and develop plans to address deficits.
- Participate in/provide leadership for health education in-service training for PorchLight staff and clients as needed (e.g., nutrition, wellness, and other topics within the RN's scope of practice).

### **Service Documentation and Evaluation**

Maintain thorough, accurate and HIPPA compliant records of nursing care provided to clients in collaboration with case managers, social workers, and shelter staff.

Communicate regularly with staff via email, incident reports, and briefings.

### **General**

- Attend job related meetings, including program staff meetings, and agency wide meetings.
- Participate in opportunities for learning and skill maintenance/development including internal and external training and workshops.
- Assist with other duties assigned.

### **Knowledge, Skills, and Abilities**

- Strong knowledge of public health principles, health promotion, and disease prevention strategies.



- Demonstrate excellent organizational skills, accuracy, and attention to detail.
- Ability to collaborate with cross functional teams in program improvement, systems design, and implementation.
- Exercise sound decision making, independent judgement, and discretion.
- Adjust to circumstances, anticipate, and adapt to change, initiate actions, and think creatively to solve problems efficiently and effectively.
- Possess the ability to navigate multiple clients and priorities.
- Remain calm and professional when faced with difficult situations and emergencies.
- Maintain a high level of energy, perseverance, and compassion.
- Exemplify excellent interpersonal skills and high ethical standards.
- Identify and resolve interpersonal conflicts with respect, tact, and diplomacy.
- Listen to others, process information, and communicate effectively, both written and verbal.
- Commit to the development of others through cultivating individual talents, successful motivation, coaching and skill development.
- Proficiency in office software, including Word, PowerPoint and Excel.
- Demonstrate cultural competence and sensitivity when working with diverse populations, understanding their unique healthcare needs and perspectives.

#### **Education and Experience**

- Prefer a Bachelor of Nursing Science degree from an accredited college or university.
- Prefer experience working with homeless populations including individuals with co-occurring conditions (e.g., medical, mental health, substance abuse) and elder adults.
- Must possess a current, unencumbered, active license to practice as a Registered Nurse (RN) in the state of Washington.
- Extensive knowledge of nursing and medical practices and procedures, as well as laws, regulations and guidelines that pertain to providing nursing care.
- Experience with electronic medical records and computer documentation systems.
- Must maintain confidentiality of all resident care information in accordance with HIPAA, other applicable laws (e.g., Federal, State, County, 42 CFR regarding substance abuse protected health care information) and CFH guidelines.

#### **Certificates, Licenses and Registrations**

Active unencumbered license as Registered Nurse (RN) in the state of Washington.

Current Health Care Provider Basic Life Support (BLS) certification.

Current Health Care Provider CPR/AED certification.

#### **Physical Demands**

- Physical ability to sit, walk, and/or stand for prolonged periods of time.
- Ability to stand, stoop, bend, grasp, and/or old work located at the office or other locations as needed.
- Prolonged periods of sitting at a desk and working on a computer.
- Requires individual to be able to safely lift and carry at least 35 pounds and must occasionally life/carry push up to 45 pounds.
- Must be able to access and navigate each department at the agency's facilities.



**SUBMISSION**

To apply, please submit resume to [careers@porchlightcares.org](mailto:careers@porchlightcares.org)

**TIMELINE**

Applications will be considered on an ongoing basis; position open until filled.

**EQUAL OPPORTUNITY STATEMENT**

Decisions and criteria governing the employment relationship with all employees at PorchLight are made in a non-discriminatory manner, without regard to race, color, creed, religion, national origin, sex, marital status, pregnancy, disability, sexual orientation, gender identity, veteran status, age, FMLA status, or any other factor determined to be unlawful by federal, state or local statutes.

The above statements are intended to describe the general nature and level of work being performed by the individual(s) assigned to this position. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required. Management reserves the right to modify, add, or remove duties and to assign other duties as necessary. In addition, reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.