



## ***Journey of Hope Program Medical Triage Nurse***

**Reports to:** Medical Coordinator

**Hours:** Full-time, exempt. Must be available to work holidays and weekends, as needed. Varying shifts: 6am-2pm, 2pm-10pm, 4pm-12am, 10pm-6am; with every other weekend off.

**General Statement of Duties:** The Medical Triage Nurse will provide 24/7 medical response services to Unaccompanied Children ages 0-17. Provide overall daily support, guidance, and care to the Unaccompanied Children. They will provide compassionate care and timeliness of service. They will provide immediate assessment of medical concerns regardless of time of day. Candidates who are bilingual in Spanish and English, preferred. Final approval for hire will be done by the Project Officer of the Office of Refugee and Resettlement which is a sub-agency of the Department of Health and Human Services of the federal government.

*Please Note: Candidates will be required to show proof of being fully vaccinated against COVID-19 upon commencing employment. Reasonable accommodations will be considered on a case-by-case basis for exemptions to this requirement in accordance with applicable law. Applicants should be aware that for client-facing roles, particularly those involving close contact with vulnerable individuals, accommodations that involve remaining unvaccinated against COVID-19 may not be deemed reasonable. The Company will engage in the interactive process on an individualized basis in light of each particular role.*

### **Essential Functions:**

1. Promotes the Mission and Philosophy of Holy Family Institute.
2. Triage phone calls from staff regarding UC medical incidents or injuries.
3. Complete telehealth visits with UC or after-hours sick visit.
4. Communicate effectively and document information accurately.
5. Schedule follow up visit with health care providers.
6. Complete medical testing (COVID-19, strep throat, hearing and eye screening, etc.)
7. Assist medical office with on campus appointments.
8. Communicate with health providers and program staff effectively.
9. Provide immediate physical assessments of medical concern on campus and perform key initial interventions when appropriate.
10. Gather and record data and complete Internal Incident and Medical Reports and Significant Incident Reports.
11. Provide education and guidance to staff and children on nutrition and health care.
12. Provide necessary referrals, as needed.
13. Prepare documentation for intakes and discharges.

14. Conduct medical intake assessments/interviews.
15. Conduct discharge assessments.
16. Monitor billing for emergency room and urgent care visits.
17. Ensure HIPAA compliance with all medical information and records.
18. Complete Treatment of Authorization via Point of Comfort Portal.
19. Complete prescription pick-ups from pharmacy.
20. Maintain electronic records and medical files.
21. Attend all mandatory trainings.
22. Demonstrates ability to respect client's rights and safety.

**Minimum Qualifications:**

Licensed Practical Nurse (LPN) or Registered Nurse (RN) certification required. One year previous clinical, hospital or nursing experience preferred. Pediatric experience preferred. Basic computer skills and knowledge of Microsoft Office Suite required. Ability to read, write and speak in English, Spanish, Dari and/or Pashto highly preferred.