Family Nurse

Located in Uphams Corner in Dorchester, MA, St. Mary’s Center for Women and Children supports 600 women and children annually with shelter, clinical and educational services, job training, employment placement, and search for affordable permanent housing.

We are seeking a part-time Family Nurse (RN) for our St. Mary’s Home residential program. St. Mary’s Home provides residential services to pregnant and parenting teenagers and their infants/toddlers at any one time, making it the largest program of its kind in the city of Boston.

Job Summary: To provide nursing, medication management, training and referral services to clients and their children.

Required Hours: Mondays, Tuesdays, and Thursdays from 7:00 am to 11:00 am with flexibility to work one or two days from 3:00-6:00 pm if needed.

CLIENT SERVICES

- Advise program leadership team on high risk medical concerns consistent with agency licensing standards.
- Diagnose and prescribe for common ailments of residents on an ad-hoc basis in children’s program and teen parenting program.
- Refer residents to on-site clinical partner, Boston Healthcare for the Homeless, and to outside clinical offices as needed.

MEDICATION MANAGEMENT

- Responsible for ensuring medication orders are complete, and prescriptions are called in to pharmacies to be filled.
- Collaboratively work with SMH leadership team to obtain verbal and written consent from legal guardians for medication as needed.
- Manage preparation and packaging medications for school and/or home visits.
- Review all incoming residents’ medication needs and medication orders.
- Prepare new med sheets monthly.
- Remove discontinued medications from programs as appropriate.
- Communicate changes with medication to team for all residents.

QUALITY MANAGEMENT

- Assist in the development of agency medical policies and procedures.
- Maintain quality assurance for program by monitoring accuracy of medication documentation.
• Manage medication binders including orders, med errors, med counts, and incident reports.
• Report up to Program Director and Assistant Vice President of Clinical Services when issues arise, or errors are found.
• Consult with Program Directors concerning medication needs for intakes.
• Conduct routine audits of medical record keeping.
• Coordinate with SMH Leadership Team.

SUPERVISION AND TRAINING
• Provide medication training and as-needed supervision to employees who dispense medication.
• Provide education to team regarding medication and medication administration.

Minimum Education and/or Experience
• 3-5 years’ experience as a Registered Nurse
• Valid/active driver’s license

Necessary Skills
• Good written and verbal skills
• Good interpersonal skills
• Ability to work well under pressure
• Sense of humor
• Highly flexible and energetic

Qualified applicants may submit a resume and cover letter via email attachments to jobs@stmaryscenterma.org.