



JOB ANNOUNCEMENT

HEALTH SERVICES PROGRAM NURSE - CENTRAL (PRN)

Reports to: Health Services Director
Team/Department: Member of Day Program Team
Status: Part-time, Non-exempt Position
Hours: On-call, PRN

EMPOWERING LIVES SINCE 1996:

Amazing Place began as The Senior's Place in two converted classrooms at St. Luke's United Methodist Church in 1996 under the leadership of Rev. Dean Robinson. Today, we annually serve more than 10,600 individuals. In 2025 we opened our second campus in Katy.

OUR MISSION:

We empower families facing the challenges of dementia and Alzheimer's and advance brain health for all.

WHO WE ARE:

At Amazing Place, we believe that those living with dementia can live full, meaningful lives. We also believe much can be done to embrace good brain health, protect memory, slow progression of and prevent neurological disorders.

POSITION OVERVIEW:

The Health Services Program Nurse provides exceptional nursing care and wellness education for Participants and Families in conjunction with and in the absence of the Health Services Director. The Health Services Program Nurse will be a strong, inspiring communicator who will assist Participants and Families with wellness issues from their assessment visit through their departure from our program.

RESPONSIBILITIES INCLUDE BUT ARE NOT LIMITED TO:

- Ensure that all nursing requirements, as outlined in the State of Texas Health & Human Services Adult Day Care Requirements (DAHS), are successfully met.
- Assist with the implementation of health education programs for Participants, Families, and Staff
- Specific responsibilities include ensuring these tasks are completed:
 - Complete initial and annual Nursing assessments and record in EMR.
 - Maintain medical charts and electronic records for all Participants, ensuring they are state compliant.
 - Create and update Participant Care Plans during integration, annually, and as needed.
 - Ensure that all physical evaluations and TB tests are recorded properly.



- Assess and record weight and blood pressure of Participants monthly, entering nursing notes as needed.
- Observe changes in Participants and notify Caregiver/Family/Physician (if appropriate) of status changes. Report any changes to the Day Program Team.
- Manage emergency medical situations that arise, including illness or injury, calling 911 if necessary. Contact Physician and Family Members to keep them apprised of the situation. Make sure to keep the Executive Director and Care Team informed about the situation.
- In non-emergency medical situations, consult with the Interdisciplinary Care Team to determine the best approach.
- Administer all medications according to Physician orders and document; ensure that medications are handled according to state regulations.
- Monitor toileting program for individual Participants as needed, and ensure the program is carried out by appropriate Staff.
- Monitor dietary needs and advise Culinary Director of special dietary needs of Participants.
- Supervise meals and refreshments for Participants, monitoring for changes in health status.
- Participate in daily Care Team “Stand-Up” meetings and Care Team meetings as needed.
- Supervise students (nursing or otherwise) who volunteer on-site as part of a geriatric rotation through a variety of educational institutions.
- Re-assess participants after prolonged absences, illnesses, or falls.
- Check blood glucose levels as needed.
- Document occurrences and/or incidents out of the norm.
- Restock supplies on-hand.
- Coordinate Cintas (AED) – monitor dates, battery status, and expiration dates.
- Maintain Clinic cleanliness.
- Develop new and update existing forms as needed.

EDUCATION REQUIREMENTS

BSN (Bachelor of Science in Nursing) preferred and at least 5 years of related work experience in the geriatric field.

CERTIFICATES, LICENSES, AND REGISTRATIONS REQUIRED

Must be a Registered Nurse, licensed in the State of Texas.

SPECIAL KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED

Has a knowledge of the needs of older adults with memory loss. Understands the concept of being a team player in a work environment where employees consistently come together for the greater good. Has a passion for older adults and addressing their special needs. Recognizes that the unpredictable nature of working with dementia patients could occasionally involve contributing more than your share of the workload to achieve a departmental or participant outcome. Maintains a cheerful communication style, demonstrating the necessary patience to work well with persons who have mild to moderate dementia.



COMPETENCY

Amazing Place's mission is to provide fellowship, memory care, and wellness for adults with mild and moderate memory loss, and to support their families and the community. Consequently, we feel that to fulfill this mission we must strive to hire employees who possess the following qualities. A successful candidate must be:

- Respectful
- A Team Player
- Flexible
- Trustworthy
- Empathetic
- Considerate

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision. While performing the duties of this Job, the employee is regularly required to reach with hands and arms and talk or hear. The employee is regularly required to stand, walk, and sit.

The above job description is not intended to be an all-inclusive list of duties and standards of the position. Incumbents will follow any other instructions and perform any other related duties, as assigned by their supervisor.



COMPENSATION

Compensation is commensurate with experience. We provide an excellent benefits package including 401k matching.

APPLICATION PROCESS

Resumes are currently being accepted and will continue to be accepted until a candidate has been selected. To apply please submit your resume, cover letter and salary requirements to careers@amazingplacehouston.org. Only those selected for an interview will be contacted.