



**connections**  
FOR THE HOMELESS

2121 Dewey Avenue  
Evanston, IL 60201  
847.475.7070

## JOB DESCRIPTION

### Community Nurse

FLSA Status: Exempt

**Summary of Position:** As a member of the Connections for the Homeless Health Team, the Community Nurse performs nursing assessments and services, provides medical case management, supports the medical team, assists participants in accessing health services, and supports to participants in adopting healthy behaviors.

#### Specific Duties:

Support participants and programs through nursing care

- Provide services within the scope of RN practice for participants with health conditions
- Assist with physician clinics
- Assess need for urgent or emergency medical care
- Collaborate with other staff and local health care and social service providers to coordinate care
- Arrange and maintain examining room instruments, supplies, and equipment
- Support infection control

Support the health team's wellness programs

- Educate participants and staff on health and wellness topics; implement health and wellness programs
- Perform wellness checks for participants as needed
- Provide informal counseling including motivational interviewing and goal setting with participants

Provide medical case management

- Assist in chronic disease management based on established standards of care
- Complete professional referrals as indicated by the needs of participants
- Communicate participant treatment plans to others involved in the participant's care
- Prepare forms (e.g., disability assessments)

- Function as a patient navigator for participants for medical services (transport and accompany participants as needed to medical appointments)
- Assist participants with use of the electronic medical records of other facilities (e.g., EPIC)
- Document participant encounters (phone, verbal, email) in the Electronic Health Record (EHR) and the Homeless Management Information System (HMIS)

#### Provide support for clinical functions

- Facilitate establishing community-based medical care for participants
- Manage clinic supplies (e.g., inventory, ordering, purchasing)
- Assist the Medical Director in developing policies and procedures related to health and safety
- Provide mental health crisis assessment and intervention
- Coordinates TB screening, flu vaccination and COVID testing for participants and staff
- Collaborate with development staff on grant applications and outcomes
- Provide training to all staff on Narcan use, CPR, AED use, First Aid, and other topics
- Provide participants with filled medication dispensers and add medication as needed
- Perform point-of-care testing (blood sugar, pregnancy tests, COVID tests, etc.)

#### Other duties and responsibilities

- Manage the health team's programs for volunteers, students, and medical residents; provide direction to students and volunteers
- Participate in required team meetings, case conferences, and other meetings
- Adhere to the Code of Conduct for Connections for the Homeless
- Demonstrate agency core values in all interactions
- Maintain competence through continuing education
- Prioritize participant confidentiality
- Perform other duties and complete special projects as assigned

#### The following qualifications are requirements for the position:

- Minimum qualifications
- Bachelor's degree
- Licensed in Illinois as a Registered Nurse (RN)

- 2 years or more of experience as a RN
- Valid driver's license
- Effective problem solving, organization and prioritization of tasks
- Strong verbal and written communication skills
- Computer competency and comfort Microsoft products and data entry
- Ability to work independently and be self-directed and flexible

**Desirable qualifications**

- Past work with persons experiencing housing insecurity, mental illness, or substance use
- Understanding of harm reduction practices and trauma-informed care

**Other requirements**

- Must submit to a background check
- Must submit to or provide evidence of a recent screening test for tuberculosis

**Reports to:** Medical Director  
January, 2024