

Position Title: Foot Care Nurse

Reports To: Team Leader Location: Various Locations

1. **Position Summary:**

The Foot Care Nurse provides foot care services and assessment to variety of Cathedral Square residents and SASH participants. Every client receives complete toenail care as well as a thorough foot assessment at each clinic visit. The clues to systemic diseases, past medical compromises, nutritional impairments, psychosocial issues, and so much more may stem from a simple **foot** and nail assessment.  The Foot Care Nurse operates under safety standards put out by the ANA and stays compliant with HIPAA regulations. Always keeping the client as the main focus, The Foot Care Nurse fosters trusting relationships being a reliable and visible presence in the community while providing a necessary service.

1. **Principal Responsibilities:**

* Work with Team Leaders and SASH Coordinators to schedule foot care clinics at appropriate locations in need.
* Manage Outlook Calendar to schedule clinics and communicate rotation of clinics among sites
* Provide a holistic assessment of gait, skin condition, skin integrity, nail condition, and neuropathies.
* Trim nails and file callouses in accordance with best practices as determined by the American Nurses’ Association.
* Confirm list of participants and submit to SASH Coordinator at end of clinic.
* Schedule follow up visits with foot care recipients, if appropriate.
* Educate participants when they should follow up with podiatry for specific concerns the Foot Care Nurse cannot address.
* Communicate concerning observations to SASH team as appropriate.
* Screen for COVID risk symptoms as directed by team and based on current status for community.

1. **CSC Standards of Conduct:**

* Demonstrates a commitment to the mission and values of CSC.
* Demonstrates respectful and effective communication with co-workers, residents, families and vendors.
* Protects the privacy and confidentiality of information related to residents, families, staff and general CSC operations.
* Communicates a positive image about CSC to the community.
* Conducts him/herself in a safe manner by adhering to all safety practices, rules and standards throughout the work day.
* Demonstrates a commitment to quality and proactively seeks to make improvements to systems and processes.
* Maintains a professional appearance that is appropriate for his/her position.
* Reports to work on time, accurately reports time worked in UKG, provides advance notice for time off and appropriately manages CTO time.
* Demonstrates a commitment to integrity in work habits and use of CSC resources.
* CSC’s mission and operations require that an employee is prepared to perform duties as assigned that may be outside his/her principal responsibilities.

1. **Minimum Qualifications:**

Must possess a Vermont RN or LPN license. Experience and/or Certification in Foot Care services is preferred. Able to think, act and intervene appropriately in both routine and emergency situations. Must possess a high degree of interpersonal communication skills to relate with a wide variety of individuals. This individual must have demonstrated leadership skills and the ability to exercise sound judgment. Must possess strong organizational and time management skills and excellent verbal and written communication skills.

1. **Working Conditions and Physical Demands:**

* Exposed to body fluids, infection, odors and behavior of residents.
* Exposed to chemicals and cleaning solutions
* Must be in good general health and demonstrate emotional stability in order to cope with the physical, mental and emotional stress of the position.
* Must be able to lift, carry, stand, bend, squat, crawl, reach and kneel using good body mechanics for sustained periods of time.