

# Job Description



At The Arc of Riverside County, we believe that all people with disabilities have inherent value and are entitled to full inclusion in their communities. We are a nonprofit organization that was established in 1953 to serve individuals with intellectual and developmental disabilities (IDD). It is essential that our employees support our mission and advocacy efforts to improve the quality of life for all people with IDD. If you want to make a positive contribution to an underserved population, we welcome your application.

**Job Title:** Registered Nurse (RN)

**Job Summary:**

The RN is an important part of our licensed adult day programs that serve adults with IDD who have moderate to severe physical impairments, complex medical conditions, and restricted healthcare plans. They provide consultation, support and training to the nurse (LVN) and direct support staff ensuring quality care for all individuals served. This individual will work directly with the LVN, direct support staff, program manager, and participants attending the program.

**Education and Experience:**

Candidate must be a registered nurse for three (3) years with a current CA nursing license. Two (2) years working as a nurse with the IDD population at a day program or residential home is preferred.

**Essential Job Duties:**

- Provide medical oversight in the absence of the LVN.
- Consult and collaborate with LVN and Director of Programs to develop plans and procedures that best support the individuals we serve.
- Updating internal healthcare plan forms.
- Review, monitor, and update Restricted Healthcare Plans and Needs and Services Plans as needed.
- Contact care providers for updated medical forms which are required annually.
- Conduct and document staff training on the needs and care of participants as needed.
- Internal review of Title 22 Community Care Licensing regulations and requirements for LVN's and restricted healthcare plans.
- Evaluate the effectiveness of participants care and provide areas for improvement.
- Prepare required reports for compliance with regulatory agencies.
- Assist with intakes for participants with restricted healthcare plans as needed.
- Evaluate equipment and supplies.
- Attend interdisciplinary team (IDT) meetings when necessary.
- Conducts other tasks as directed by the Director of Programs.

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- Regular attendance is an essential part of this position.
- Mandating reporting requirements for dependent and elder abuse, as required by WIC Section 15630(b).

## Minimum Qualifications/Characteristics

- Must be organized, able to multi-task and meet deadlines, and function in a busy environment.
- Ability to handle emergencies.
- Must demonstrate compassion and care for the people we serve.
- Must have/demonstrate strong interpersonal, communication, and writing skills.
- Must present a positive attitude.
- Computer literacy
- Ability to travel from our Riverside program to our Moreno Valley program as needed.
- Ability to communicate effectively with diverse groups, such as care providers, parents, persons served, staff, and consumer case managers.
- Must have a valid driver's license, a good driving record, and must clear (and maintain) a criminal background check.

**Work Site:** Riverside and Moreno Valley Program Sites

**Direct Report:** Director of Programs

**FLSA Status:** Part Time, Non Exempt.

**Pay Rate:** \$40-\$45 per hour.

**Work Hours:** 8-16 hours per month.

Days and hours are flexible but may be based on the needs of the program.

## Physical Demands

- Must be able to lift up to 30 lbs.
- Must be able to drive to other program sites as needed.
- Standing, sitting, pushing, pulling, bending, squatting is required for this position

The Arc of Riverside County values diversity and is an Equal Opportunity Employer.

**Revised Date:** December 2025

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