

RN Health and Safety Administrator

5/19/2026

Job Summary

The Health and Safety Registered Administrator – RN is responsible for overseeing the medical, health, and safety needs of individuals with intellectual and developmental disabilities attending KSI programs. This position provides nursing oversight, medication administration, staff training, and regulatory compliance monitoring to ensure a safe and healthy environment for individuals attending and employees. The RN will also oversee OSHA, SDS, infection control, and health and safety compliance in accordance with DDDS regulations and agency policies. This position will oversee medication administration systems, certify Direct Support Professionals in LLAM procedures, respond to medical and first aid needs and provide oversight of the Health and Safety office. Salary will commensurate with qualifications and experience.

Essential Functions:

Medication Administration and Nursing Oversight

1. Administers medications as prescribed by physicians and authorized practitioners.
2. Monitor individuals for medication effectiveness, side effects, and adverse reactions.
3. Maintains accurate medication administration records (MARs\EMAR), treatment records, and nursing documentation.
4. Ensures medications are properly stored, secured, labeled, and disposed of in accordance with Delaware nurse delegation regulations and agency policy.
5. Conducts medication audits and monitors medication counts for accuracy and compliance.
6. Trains, certifies, and oversees Direct Support Professionals (DSPs) in LLAM (Limited Lay Administration of Medications) procedures in accordance with Delaware nurse delegation regulations.
7. Conducts competency evaluations and maintains documentation related to medication administration training.
8. Provides ongoing coaching and support to DSPs regarding medication administration procedures and health-related protocols.
9. Reviews incident reports involving medications and implements corrective actions as necessary.

Health and Safety Responsibilities

1. Responds to first aid incidents, medical emergencies, illnesses, and injuries involving individuals receiving services.
2. Monitors individuals' health status and communicate concerns to interdisciplinary teams, guardians, and healthcare providers.
3. Oversees infection control procedures and implement preventative health and wellness practices.
4. Develops and maintains emergency medical response procedures and staff preparedness protocols.
5. Ensures compliance with OSHA standards and workplace safety requirements.
6. Maintains and monitors Safety Data Sheets (SDS) for hazardous chemicals and cleaning supplies.
7. Conducts routine health and safety inspections of program areas, activity spaces, and work environments.
8. Identifies safety risks and implement corrective actions to reduce hazards and maintain a safe environment.
9. Provides staff training on first aid, infection prevention, emergency procedures, OSHA standards, and workplace safety practices.
10. Participates in incident investigations and recommend preventative measures.

Regulatory Compliance and Documentation

1. Ensures compliance with DDDS regulations, Delaware Board of Nursing regulations, HIPAA confidentiality standards, and agency policies.
2. Maintains accurate health files, training records, incident reports, and compliance documentation.
3. Prepares for audits, licensing reviews, and regulatory inspections.
4. Monitors compliance with medication administration standards, delegated nursing requirements, and health-related documentation procedures.
5. Ensures compliance with OSHA standards and workplace safety requirements.
6. Assists with policy development and implementation related to health, safety, medication administration, and infection control.
7. Participates in interdisciplinary meetings and provides recommendations to support individuals' service plans and goals.
8. Maintains current nursing licensure and complete required continuing education and trainings.
9. Ensures all required health and safety trainings are completed and documented for staff members.

Qualifications

Must have current Registered Nurse license in the State of Delaware required; Minimum of three (3) years of nursing experience preferred; experience working with individuals with intellectual and developmental disabilities preferred; strong leadership, organizational, communication, and problem-solving skills; ability to maintain confidentiality and professionalism in all interactions; proficiency with electronic health records and documentation systems; must be able to pass a Criminal Background check, Adult Abuse Registry check, Child Abuse Registry check and Sex Offender Listing. Must have a valid Delaware driver's license with no more than two moving violations at time of hire.

Skills and Abilities

Must possess excellent written and oral communication skills; strong supervisory skills; the ability to work as part of a team; must be able to manage multiple priorities and make independent decisions; strong working knowledge of home and community-based services; experience working with diverse populations and individuals with disabilities.

Physical Requirements

Must have ability to lift up to 25 pounds as needed; ability to stand, walk, bend, and respond to emergency situations; the ability to provide emergency first aid and respond effectively during crises.

Other Requirements

1. Adheres to all KSI policies and procedures.
2. Follows all safety procedures and works in a safe manner.
3. Maintains specific training and/or certification applicable to position as required by DDDS; Initial training may include but is not limited to; New Employee Orientation, CPR/AED, First Aid, Behavior Intervention, and all other training and certifications.
4. Conducts themselves in a positive and professional manner. Will have and project a positive and supportive attitude about KSI, fellow employees and the individuals KSI serves.
5. Completes other duties as assigned by the CEO.

**KSI, Inc. provides equal employment opportunities to all employees and applicants for employment
F/M/Veterans/Disabled/Sexual Orientation/Gender Identity**