

JOB DESCRIPTION

| Position Title | Department | Reports to |
|---|--|----------------|
| License Practical Nurse | Wellness | RN Manager |
| Employment Status | FLSA Status | Effective Date |
| <input type="checkbox"/> Per-Diem <input type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time | <input checked="" type="checkbox"/> Non-Exempt <input type="checkbox"/> Exempt | |

POSITION SUMMARY

The LPN helps to fulfill the care requirements of the residents. Under the direction of the Nurse Manager, the LPN works within their scope of practice. The LPN is fully accountable for ensuring that competent care and safety is consistently delivered to all residents.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Administers and records medications and documents therapeutic effects
- Take vital signs (temperature, blood pressure, pulse and respiration)
- Assist with resident comfort
- Prepare and administer injections and or/enemas.
- Collect samples and monitor catheters
- Provide basic first aid
- Coach staff as necessary
- Assist with overview of PCA staff
- First responder to accident/injury/illness of resident
- Report clinical observations to PCP, supervising MD and RN supervisor.

MINIMUM QUALIFICATIONS (KNOWLEDGE, SKILLS, COMPETENCIES, AND ABILITIES)

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Education and/or Experience
 - High school diploma or general education degree (GED); or one to three months related experience and/or training; or equivalent combination of education and experience.
 - Associates Degree
 - LPN training program
- Language Skills
 - Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.
- Mathematical Skills

- Ability to add and subtract two digit numbers and to multiply and divide with 10's and 100's. Ability to perform these operations using units of American money and weight measurement, volume, and distance.
- Reasoning Ability
 - Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations. Must possess the ability to demonstrate critical think, conflict resolution and exemplary clinical judgement skills.
- Computer Skills
 - To perform this job successfully, an individual should have knowledge of Database software and Internet software.
- Learning
 - Assesses own strength and weaknesses
 - Seeks feedback to improve performance
 - Shares expertise with others
- Job Knowledge
 - Competent in field of nursing
 - Keeps abreast of current developments
 - Requires minimal supervision
 - Displays understanding of how job relates to others
 - Uses resources effectively
- Problem Solving
 - Identifies and resolves problems in a timely manner
 - Gathers and analyzes information skillfully
 - Develops alternative solutions
 - Uses reason even when dealing with emotional topics
- Customer Service
 - Manages difficult or emotional customer situation
 - Responds promptly to customer needs
 - Solicits customer feedback to improve service
 - Responds to requests for service and assistance
 - Meets commitments
- Communications
 - Expresses ideas and thoughts verbally
 - Expresses ideas and thoughts in written form
 - Exhibits good listening and comprehension
 - Keeps others adequately informed
 - Selects and uses appropriate communication methods
 - Speaks clearly and persuasively in positive or negative situations
 - Listens and gets clarification
 - Responds well to questions
 - Demonstrates interpersonal skills
 - Writes clearly and informatively
 - Edits work for spelling and grammar
 - Able to read and interpret written information
- Customer focus
 - Promotes customer focus

- Establishes customer service standards
- Monitors customer satisfaction
- Develops new approaches to meeting customer needs
- Teamwork
 - Gives and welcomes feedback
 - Exhibits objectivity and openness to others' views
- Organizational Acumen
 - Understands organizational implications of decisions
 - Aligns work with mission goals
- Ethics
 - Treats people with respect
 - Keeps commitments
 - Works with integrity and principles
 - Upholds organizational values
- Conflict Resolution
 - Encourages open communication
 - Confronts difficult situations
 - Maintains objectivity
 - Keeps emotions under control
 - Uses negotiation skills to resolve conflicts
- Certificates, Licenses, Registrations
 - LPN License in the State of NY

PHYSICAL DEMANDS AND WORK ENVIRONMENT

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

While performing the duties of this job, the employee is regularly required to stand; walk; talk or hear and taste or smell. The employee is frequently required to use hands to finger, handle, or feel and reach with hands and arms. The employee is occasionally required to sit; climb or balance and stoop, kneel, crouch, or crawl.

The noise level in the work environment is usually moderate. The worker is not substantially exposed to adverse environmental conditions.

NOTE

This job description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments. All duties and responsibilities are essential functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbents will possess the skills, aptitudes, and abilities to perform each duty proficiently. Some requirements may exclude individuals who pose a direct threat or significant risk to the health or safety of themselves or others. The requirements listed in this document are the minimum

levels of knowledge, skills, or abilities. This document does not create an employment contract, implied or otherwise, other than an “at will” relationship.

Reviewed with employee by

Signature: _____ **Name (print):** _____

Title: _____ **Date:** _____

Received and accepted by

Signature: _____ **Name (print):** _____

Title: _____ **Date:** _____

The company is an Equal Opportunity Employer, drug free workplace, and complies with ADA regulations as applicable.