

JOB DESCRIPTION

Community Assignment Name	LPN-LVN-Care Partner
HCM Job Title	LPN-NE
Group	Resident Health & Wellness Services
Department	IL/AL/Memory Care
Team	HC Clinical
Position Reports To	Director of Health Services
FLSA Status	Hourly/Non-exempt

POSITION SUMMARY:

Provides direct nursing care to residents and delegates and supervises the care provided by Quality of Life Specialists. Administers medications, performs treatments and procedures, obtains specimens as needed, obtains physician’s orders, completes assessments as delegated by the DOHS and completes documentation as required.

ESSENTIAL JOB FUNCTIONS:

1. Document resident status as per policy.
2. Provide daily supervision to assigned staff and directly provide nursing care to residents as assigned.
3. May assist with finding replacements for call-ins.
4. Participate in the admission of new residents.
5. Assist residents with Activities of Daily Living (ADL), family/social activities and actively promote independent life-style of residents.
6. Respond to resident call system promptly and courteously.
7. Responsible for identification of resident medical and behavioral changes and the development and monitoring of care plans and re-assessment of each resident.
8. Provide daily report to the Director of Health Services concerning community conditions, personnel performance, resident conditions, and needs for nursing supplies.
9. Provide nursing care according to physician’s orders and in conformance with recognized nursing practice, established standards, and administrative policies.

10. Ensure preventative, therapeutic and rehabilitative services to residents and assists in the coordination of nursing care with care rendered by other disciplines.
11. Make rounds with physician(s), assist in examinations and/or treatment of residents and carry out orders.
12. Assess resident and notify attending physician and responsible party in the event of a change in the resident's condition.
13. Accurately administer prescribed medications, supervise the continuity of nursing care, respond to changes in medical condition, medications or other circumstances requiring special care needs and perform first aid as required.
14. Provide daily supervision and leadership to assigned staff and other designated personnel in meeting the resident's needs. Demonstrate good decision making skills. Provide written evaluation and oral counseling of assigned staff.
15. Assess and monitor complex resident health status and determine the appropriate nursing intervention. Develop and monitor the ongoing plan of care with resident and initiate corrective action as necessary.
16. Orient residents and staff to emergency procedures and respond to all emergency situations.
17. Complete and sign incident reports and provide follow-up as required.
18. Assure that all resident records are accurate, complete and all mandatory forms are on file. Through familiarity and application of community policies and procedures, assure that nursing care is practiced in full accordance with regulatory requirements, community quality standards, and resident rights.
19. Monitor resident environment to ensure all safety and sanitary regulations and quality standards are met or exceeded. May assist with development and presentation of in-service programs.
20. Supports creating a culture where the business decisions made in this position, along with individual employee engagement, drive top-line revenue and occupancy.

GENERAL JOB FUNCTIONS:

1. The Community embraces a culture of hospitality. To that end, all employees are expected as a condition of employment to practice the LCS Hospitality Promises™ in all interactions with residents, fellow employees, and guests:
 - We greet you warmly, by name and with a smile.
 - We treat everyone with courteous respect.
 - We anticipate your needs and act accordingly.
 - We listen and respond enthusiastically in a timely manner.
 - We hold ourselves and one another accountable.
 - We make you feel important.

- We embrace and value our differences.
 - We ask, “Is there anything else I can do for you?”
 - We maintain high levels of professionalism, both in conduct and appearance, at all times.
 - We pay attention to details.
2. Observe and abide by all regulations to ensure that personal health information is protected during its collection, use, disclosure, storage, and destruction within the community; and to ensure only the minimum necessary information is known to function in this position.
 3. Assure resident safety.
 4. Follow written and oral directions.
 5. Maintain confidentiality of resident and community information.
 6. Assist new employees in following established community policies and procedures.
 7. Complete assignments timely, completely and accurately.
 8. Attend all in-services as assigned or requested.
 9. Participate in interdisciplinary team and other community meetings as assigned or requested.
 10. Consistently work cooperatively with residents, co-workers, physicians, families, consultant personnel and other ancillary service providers.
 11. Observe all community safety policies and procedures.
 12. Is observant of safety hazards and emergency situations, and reports to appropriate person or takes corrective action according to established procedures.
 13. Come to work in a clean, neat uniform and consistently present an appropriate professional appearance.
 14. Come to work as scheduled and consistently demonstrate dependability and punctuality, complies with attendance policy.
 15. Assume accountability for data contained in the employee handbook.
 16. Assumes accountability for compliance with Federal, State, and other regulations within scope of control and of which informed.
 17. Observe infection control procedures.
 18. Follow Residents’ Rights policies at all times.
 19. Observe all community policies and procedures.
 20. Accept assigned duties, instructions or correction in a cooperative manner, voicing concerns or disagreement in a professional manner through established chain of authority according to state procedures.
 21. Perform incidental housekeeping and maintenance tasks as may arise during the course of regular duties, in order to maintain a clean, safe, pleasant environment for residents, visitors and staff.
 22. Perform all other related duties as assigned in an effective, timely and professional manner.

EXPERIENCE & EDUCATION:

- Minimum on (1) years' experience in Nursing. Experience in assisted living, memory care preferred.

LICENSE/CERTIFICATION OR OTHER SPECIAL REQUIREMENTS:

- Current nursing license valid in state worked
- Willingness to be available for any/all emergencies regarding the community
- Doctor's statement designating free from communicable disease

QUALIFICATIONS:

- The ability to speak, read and comprehend the English language
- Knowledge in all areas of local Health Department, OSHA, and other regulatory agencies relevant to healthcare services
- Good communication skills (oral and written)
- Good inter-department communication and teamwork skills
- Capable of administering employee incentive, retention and training programs
- Familiarity with Microsoft Office Suite products

DELEGATION OF AUTHORITY: Health Services staff

PHYSICAL REQUIREMENTS:

Tools, equipment, machines used on the job:

- Personal computer
- General office equipment: printer, scanner, fax machine, copier, telephone, calculator

Physical activities of the position:

- Lifts up to 100 lbs. with assistance occasionally
- Carries up to 50 lbs. with assistant occasionally
- Pushes and pulls up to 100 lbs. with assistance occasionally
- Climbs, reaches, bends and twists occasionally
- Reaches, bends and twists occasionally
- Sits, stands and walks frequently
- Handles food occasionally
- Sits, stands and walks frequently

Physical requirements of the job:

- Light work – exerts up to 20 lbs. of force occasionally, and/or negligible force frequently and/or up to 10 pounds of force constantly to move objects.
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SENSORY/COGNITIVE REQUIREMENTS:

This list is not to be inclusive, rather exemplary of times of sensory/cognitive activities involved in performance of job functions.

Recognition/vision and mental processing

- Routinely process printed information such as menus, resident orders, resident name labels, instructions, labels on food items and storage shelves/areas, posted notices, labels on chemicals.

Hearing

- Routinely recognizes auditory timer signals, soft voices of elderly, verbal communication within the workplace.

Smell

- Routinely observe odors relevant to food preparation and storage, cleanliness and sanitation.

Verbal communication

- Routinely interact with a work environment highly dependent upon audible and intelligible verbal communication in order to assure understanding.

PROFESSIONAL BEHAVIOR REQUIREMENTS:

This list is not to be inclusive, rather exemplary of times of emotional and behavioral activities involved in performance of job functions.

- Routinely interact with individuals (residents, family members, staff, etc.) who may be discourteous, tactless, demanding, verbally and/or physically threatening or abusive, angry or hostile, emotionally vulnerable or mentally ill, vulgar, mean-natured.
- Routinely called upon to control own emotions and behaviors so as to protect residents’ rights and to respond professionally with respect and dignity.

ENVIRONMENTAL/OCCUPATIONAL EXPOSURES:

This list is not to be inclusive, rather exemplary of times of environmental/occupational exposures involved in performance of job functions.

- Individual must be able to use protective equipment and take proper precaution and emergency measures.
- At risk for exposure to chemical used for cleaning/sanitizing/disinfecting, and to electrical and mechanical hazards associated with operation of food service equipment.

ACKNOWLEDGEMENT:

I have read my job description and understand the information contained within the job description. I further understand that this job description is not intended and should not be construed as an exhaustive list of all the responsibilities, skills, efforts or physical requirements/working conditions associated with my job. I may be required to perform additional tasks necessary to meet standards of quality and care.

Name of Employee: _____

Employee Signature: _____

Date: _____