

LB Homes

LPN - LB Home Care or LB Hospice

Department: Home Care or Hospice

Job Status: Full Time

FLSA Status: Non-Exempt

Reports To: Home Care or Hospice
Manager/Clinical Manager

Grade/Level:

Amount of Travel Required: 20-25%

Job Type: Regular

Positions Supervised: None

Work Schedule:

Business Hours, on call and as needed to meet the needs of the agency. Full time or part time.

POSITION SUMMARY

The LPN provides nursing care to patients under the supervision of the Registered Nurse. The framework for practice will be the nursing process. The LPN, practicing in home health or hospice, performs general nursing activities in all phases of the management of the patient under the supervision of a Registered Nurse. The LPN will be delegated only tasks for which their license qualifies them, and they have the education or experience to perform. Documented competencies will be maintained in their personnel file. The LPN administers ordered medication and treatment in accordance with approved nursing techniques, collects patient monitoring data, consults with the primary nurse or clinical manager for assistance in implementing patient care according to the Care Plan.

ESSENTIAL FUNCTIONS

Reasonable Accommodations Statement

To accomplish this job successfully, an individual must be able to perform, with or without reasonable accommodation, each essential function satisfactorily. Reasonable accommodations may be made to help enable qualified individuals with disabilities to perform the essential functions.

Essential Functions Statement(s)

- Accepts assignments as needed to provide necessary care for all patients.
- Follows an established Plan of Care, monitors patient's progress and reports any significant changes to RN and/or physician or healthcare practitioner.
- Maintains a safe environment for patient.
- Maintains good working relations among co-workers through appropriate communication.
- Demonstrates clinical competence.
- Provides education as appropriate to patient's needs, level of understanding and goal for independence.
- Observes patient for drug and treatment reactions and reports those to Registered Nurse and/or physician.
- Documents each visit accurately, completely and timely.

- Participates in team meetings.
- Participates in Quality Improvement Processes.
- Attends education classes to maintain LPN license, and assumes responsibility for own continued personal and professional growth. Attends mandatory educational inservice programs.
- Maintains a professional approach with confidentiality.
- Meets expectations as stated in the LB Homes Employee Handbook and policies and procedures.
- Must have access to a motor vehicle and maintain personal auto liability insurance coverage and be willing to drive in all types of weather conditions.
- Must have a valid drivers' license.
- Performs other related duties as assigned, including office tasks as needed.
- With specialized training and approval from the manager may perform additional tasks pertinent to assigned area.
- Ability to work in a flexible schedule.

POSITION QUALIFICATIONS

Competency Statement(s)

- Integrity - Always do what is right.
- Compassion - Open your heart and show you care.
- Dedication - LB Homes can count on you.
- Team Work - Help each other make it happen.
- Customer Service - Know the need and meet it.
- Reliability - The trait of being dependable and trustworthy.
- Responsible - Ability to be held accountable or answerable for one's conduct.
- Safety Awareness - Ability to identify and correct conditions that affect employee safety.
- Time Management - Ability to utilize the available time to organize and complete work within given deadlines.
- Active Listening - Ability to actively attend to, convey, and understand the comments and questions of others.
- Applied Learning - Ability to participate in needed learning activities in a way that makes the most of the learning experience.
- Assertiveness - Ability to act in a self-confident manner to facilitate completion of a work assignment or to defend a position or idea.
- Organized - Possessing the trait of being organized or following a systematic method of performing a task.
- Decision Making - Ability to make critical decisions while following company procedures.
- Empathetic - Ability to appreciate and be sensitive to the feelings of others.
- Ethical - Ability to demonstrate conduct conforming to a set of values and accepted standards.
- Judgment - The ability to formulate a sound decision using the available information.
- Accountability - Ability to accept responsibility and account for his/her actions.

SKILLS & ABILITIES

Education: Practical/Vocational Nursing program required.

Experience: 1 plus years of experience in home care setting preferred

Computer Skills: Basic computer skills and the ability to maximize use of web based software and electronic health record used by the organization.

Certifications & Licenses: Current MN LPN license
CPR certification
Current Driver's license & proof of insurance

Other Requirements:

PHYSICAL DEMANDS

N (Not Applicable) Activity is not applicable to this position.
O (Occasionally) Position requires this activity up to 33% of the time (0 - 2.5+ hrs/day)
F (Frequently) Position requires this activity from 33% - 66% of the time (2.5 - 5.5+ hrs/day)
C (Constantly) Position requires this activity more than 66% of the time (5.5+ hrs/day)

Physical Demands		Lift/Carry	
Stand	O	10 lbs or less	F
Walk	O	11-20 lbs	F
Sit	F	21-50 lbs	O
Manually Manipulate	F	51-100 lbs	N
Reach Outward	F	Over 100 lbs	N
Reach Above Shoulder	O		
Climb	N	Push/Pull	
Crawl	N	12 lbs or less	F
Squat or Kneel	O	13-25 lbs	F
Bend	O	26-40 lbs	N
Grasp	F	41-100 lbs	N
Speak	F		

Other Physical Requirements

- Vision (Near, Distance)
- Sense of Sound - spoken word, alarms, telephones, assessment equipment
- Sense of Smell
- Sense of Touch

- Ability to wear Personal Protective Equipment (PPE) - gloves, mask, goggles, gowns

WORK ENVIRONMENT

Work is normally performed in patient's home, schools or occupational settings; personal vehicle and home care office workroom; potential exposure to communicable diseases, bloodborne pathogens and/or other potentially infectious or hazardous materials and situations that require following extensive safety precautions and may include the use of protective equipment.

Prepared By: _____ Date: _____

Employee
Signature: _____ Date: _____

The company has reviewed this job description to ensure that essential functions and basic duties have been included. It is intended to provide guidelines for job expectations and the employee's ability to perform the position described. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate. This document does not represent a contract of employment, and the company reserves the right to change this job description and/or assign tasks for the employee to perform, as the company may deem appropriate.