

LB Homes

LPN-Assisted Living

Department: Assisted Living

FLSA Status: Non-Exempt

Grade/Level:

Job Type: Regular

Work Schedule:

Varying shifts to meet facilities' needs.

Job Status: Full Time

Reports To: RN Health Services Manager and Housing Manager re: non-nursing responsibilities

Amount of Travel Required: 5%

Positions Supervised: None

POSITION SUMMARY

Provides Licensed Practical Nursing in cooperation with and as assigned by RN Health Services Manager. Work completed meets participation requirements mandated by Home Care license and established policies and procedures. Cooperates with contracted healthcare organizations and personnel to achieve organizational mission and goals. Represents to staff and the community in a positive, supportive style.

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)

- Assumes charge position responsibilities when on duty.
- Is able to provide direction and secure additional professional assistance as required.
- Maintains an attitude of respect and dignity toward all individuals; families, staff and residents. Communicates effectively and in a courteous manner.
- Uses policies and procedures as recommended courses of action for each individual resident's specific circumstances that are known at a given time. Reports changes in resident condition or other resident concerns to RN in a timely manner.
- Speaks, reads and writes English.
- Works cooperatively with and communicates pertinent information to Health Services Manager, Assistant Health Services Manager, Housing Manager and Resident Service Coordinator.
- Responds to and investigates all activated alarms and resident calls promptly.
- Guards the privacy and dignity of the residents.
- Advocates for resident's rights. Reports suspected abuse or maltreatment.
- Encourages and promotes the resident's right to feel and be as independent as possible.

- Assists with startup or change in services for new residents, hospital transfers and discharges as requested by the RN.
- Assists with implementation of physician orders.
- Ensures accuracy and promptness in transcribing physician orders.
- Arranges for and provides care to meet quality standards and assures that needs are met. Performs universal worker tasks.
- Orders and administers medications and operates care delivery equipment.
- Monitors care delivery by all staff on an on-going basis and gives staff direction as needed. Reports problems/concerns to RN Health Services Manager in a timely manner.
- Conducts a focused assessment of the health status of residents through the collection and comparison of data to normal findings and the individual resident's current health status and reports changes and responses to intervention in an ongoing manner to the RN or the appropriate licensed health care provider for delegated or assigned tasks or activities.
- Reviews individualized resident care plans developed by the RN and consults with RN about resident conditions and their treatments.
- Makes and records nursing observations to meet regulation and as necessary to reflect resident condition, needs, cares received, and actions taken. Determines and implements appropriate interventions within a nursing plan of care or when delegated or assigned by an RN. Documents in resident's record in a legible, complete, accurate and descriptive manner.
- Spends all duty time with a resident-centered focus and performs all tasks identified on Task Listing.
- Monitors and assures dining room environment and activities meets quality standards.
- Follows all current employee handbook expectations and personnel policies and procedures including timely communication with RN Health Service Manager and scheduler.
- Checks schedule prior to the effective date and reports to work prepared to perform assigned tasks at assigned location during assigned time.
- Receives calls from staff reporting intended absence during non-business hours. Schedules staff within established guidelines.
- Implements staff/work assignments to assure efficient use of staff, delivery of care and completion of tasks.
- Assists in monitoring and evaluating job performance of unlicensed staff. Coaches staff as indicated.
- Uses chemicals according to Employee Right to Understand-Hazard Communication Standard law requirements. Training is updated as indicated but at least annually.
- Follows safety policies and procedures. Approaches all tasks with a safety first attitude and a willingness to perform tasks as instructed and to enforce safety policies with all staff.
- Uses and enforces use of transfer belts, mechanical lifts and other safety equipment and techniques according to policy & procedure and Care Plan directions.
- Uses good body mechanics for all tasks.
- Monitors and maintains resident and building environment in a safe and tidy manner.
- Takes prompt, corrective or preventive action whenever an actual or potential safety hazard is known.
- Reports potential safety problems related to residents, work environment, other staff, etc. before an incident or accident occurs.
- Reports all injuries, no matter how slight, immediately and participates in problem solving to reduce likelihood of future injury. Prepares incident reports according to policies.
- Recognizes an emergency situation and responds. Initiates emergency procedures for residents and staff and reports to the RN. Is prepared to act safely to save life and property should disasters occur.

- Keeps exits, hall railings and work areas clear and without obstruction.
- Is knowledgeable of the scope of services provided for residents with infections.
- Washes hands in a proper and timely manner. Monitors staff performance for promoting resident hand washing in a timely way, especially after toileting.
- Utilizes and assures staff use of gloves and other protective equipment according to infection control standards and facility policy.
- Knows location of blood spill clean-up supplies and is able to follow directions to safely clean up a spill.
- Disposes of used protective equipment properly.
- Assures procedures are performed according to infection control standards and policies and procedures.
- Handles, stores, disposes of used "sharps" according to current infectious waste control standards.
- Immediately reports unprotected on-the-job exposure to blood borne pathogens.

POSITION QUALIFICATIONS

Competency Statement(s)

- Customer Oriented - Ability to take care of the customers' needs while following company procedures.
- Leadership - Ability to influence others to perform their jobs effectively and to be responsible for making decisions.
- Interpersonal - Ability to get along well with a variety of personalities and individuals.
- Ethical - Ability to demonstrate conduct conforming to a set of values and accepted standards.
- Empathetic - Ability to appreciate and be sensitive to the feelings of others.
- Organized - Possessing the trait of being organized or following a systematic method of performing a task.
- Accountability - Ability to accept responsibility and account for his/her actions.
- Assertiveness - Ability to act in a self-confident manner to facilitate completion of a work assignment or to defend a position or idea.
- Safety Awareness - Ability to identify and correct conditions that affect employee safety.

SKILLS & ABILITIES

Education:	Practical/Vocational Nursing program required.
Experience:	1 plus years of experience in preferred
Computer Skills:	Basic computer skills and the ability to maximize use of web based software used by the organization.
Certifications & Licenses:	Current Minnesota Practical Nursing licensure Current CPR Certification

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

Stand F
 Walk F
 Sit F
 Manually Manipulate F
 Reach Outward F
 Reach Above Shoulder F
 Climb O
 Crawl N
 Squat or Kneel O
 Bend F

Lift/Carry

10 lbs or less C
 11-20 lbs F
 21-50 lbs O
 51-100 lbs N
 Over 100 lbs N

Push/Pull

12 lbs or less C
 13-25 lbs F
 26-40 lbs F
 41-100 lbs N

Other Physical Requirements

- Vision (Near, Distance)
- Sense of Sound - (spoken word, resident and facility alarms)
- Sense of Smell
- Sense of Touch
- Ability to wear Personal Protective Equipment (PPE) - (gloves, masks, goggles, moisture barrier gowns)

WORK ENVIRONMENT

Residential assisted living housing sites for adults.

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.