

MIDLAND EMPIRE RESOURCES FOR INDEPENDENT LIVING

JOB DESCRIPTION

Title: Licensed Practical Nurse (LPN)

Reports To: Registered Nurse (RN)

Supervises: None

FLSA/Employee Status: PRN; Non-Exempt

Purpose:

This job description defines the typical responsibilities for the purpose of outlining duties and to determine job classification. It does not limit the supervisor or Chief Executive Officer from assigning other duties as the nature of the organization's business needs may change.

Essential Function: Nursing Assessment and Care

Under the direction of an RN, provide nursing care in accordance with quality standards.

Criteria for Success/Accountability:

- Complete state and MERIL assessment paperwork in accordance with quality standards, and submit assessment paperwork to the proper authority on time
- Communicate clearly and in a professional manner with supervisor and coworkers, as well as with state and VA representatives, regarding services needed
- Ensure each participant's plan of care is consistent with participant's needs and desires, and make recommendations for changes in plan of care when needed
- Ensure participant's contact hours are consistent with authorized plans of care
- Ensure all services and nursing care are delivered consistent with standard practice of professional nursing
- Ensure documentation of contacts and follow-up information is accurate, thorough, and completed within agency and regulatory authority timelines
- Visit participants in their home to provide nursing services consistent with plan of care
- Recognize and directly report to the RN any observed changes in participant condition or any adverse situation that may present a danger to the participant
- Provide participants' charts to the RN on a regular basis for review, and perform any follow-up as indicated

Essential Function: All MERIL Staff Expectations

Professionalism & Work Ethic:

- Arrive on time for all work activities
- Remain productive throughout the work period
- Dress appropriately for the work situation
- Establish priorities while remaining flexible when faced with schedule changes, interruptions, or the need to deal with difficult situations
- Keep confidential information confidential
- Travel as required
- Demonstrate personal integrity and sound judgment
- Work beyond “normal” work hours and in other positions temporarily when necessary
- Demonstrate the desire to make a direct and significant impact in the lives of service participants and staff
- Demonstrate sound time management and organizational skills
- Demonstrate enthusiasm and optimism for your work and the organization

Problem Solving & Critical Thinking:

- Demonstrate a desire to learn new skills and applying those new skills to promote efficiency
- Actively pursue and participate in performance improvement activities
- Actively participate in long-range and strategic planning
- Seek new methods, work principles and creative solutions to issues, concerns and problems
- Continuously assess the effectiveness of work and service processes, and make changes when needed

Teamwork & Collaboration

- Seek the perspectives and knowledge of others
- Demonstrate the willingness to share knowledge and expertise with others
- Seek opportunities to help others and volunteer to help others
- Engage in active and careful listening to others
- Share ideas, thoughts, and concerns in an honest and respectful way

Authority Delegated:

This position has no supervisory responsibilities.

Minimum Qualifications:

- Licensed in the state of Missouri as a Practical Nurse (LPN)
- Current CPR certification

- Graduate of an accredited vocational/practical nursing program
- At least two years of experience providing in-home or long-term care for individuals with disabilities preferred
- Ability to travel, valid driver's license, and current vehicle insurance

Employee Sign Off:

The employee is expected to adhere to all agency policies, procedures and practices. The employee is required to act as a role model in the adherence to agency policies and procedures.

I have been informed of the location of agency policies and procedures and understand my responsibilities to adhere to those policies and procedures.

I have read and understand the essential functions of this job description.

Signature: _____ Date: _____

Printed Name: _____