

**Job Title**  
LPN Staff Nurse

**Job Family**  
Health and Wellness

**FLSA Status**  
Non-Exempt

**EEO Category**  
Professionals

**Reports to**  
Director, Health & Wellness

**Job Summary**

This position is responsible for assessment of resident health status for both new and existing residents and the subsequent development of the care or service plan. Under the direction of the Director, Health and Wellness, this position is responsible for routine communication with direct care staff, medication aides, other nursing staff, the Director, Health and Wellness, and the Administrator about the needs of residents and maintaining compliance with all regulatory standards. Provides ongoing audit and reviews clinical systems to ensure compliance with State regulations and policies.

**Essential Functions.**

1. Follows the services outlined in each resident's service plan in a friendly and supportive manner. Documents any observed change of condition in accordance with local rules and regulations and policies.
2. Communicates with Director, Health and Wellness on resident needs on an as needed basis to ensure consistent quality services.
3. Participates in providing hands on care and specific nursing tasks as required and in support of the resident's care plan. Reviews care plans and ensures the plan meets with resident's specific level of support as required by state regulations.
4. Provides clinical support and training of care staff in support of continuing education requirements for care staff.
5. Assists in transcription of physicians' orders and the review of new physicians' orders.
6. Maintains the proper certifications required by local and state licensing agencies which include on-going in-service trainings, accreditations, specific coursework and certifications.
7. Assists the community with compliance with the
8. CQI Program. Reports identified issues not supporting quality services to Executive Director.
9. Provides specific review of Medication Administration Records (MARs) and review of the Daily Report to ensure appropriate clinical interventions are implemented and reviewed on those residents on alert or with acuity changes. Other CQI tasks may be assigned by the Director, Health and Wellness or Executive Director as required.
10. Follows all local, state and federal rules and regulations as they apply to services delivered for all residents. This involves resident care and documentation and compliance with HIPAA, OHSA, and Blood Borne Pathogen Guidelines.
11. Works in a safe manner, supports other employees in working in a safe manner, and corrects unsafe actions. Compliant with Safety Committee Standards. Should workplace injuries occur, when required, assists the Executive Director and Director, Health and Wellness with the investigation, return to work,

and management of the injured worker communication with care provider and Management Company.

12. Fosters teamwork with co-workers, shows initiative in overcoming obstacles, takes actions which assists others beyond job responsibilities, and has a positive impact on co-workers, residents, and visitors. Models professional behavior in communication with residents, families, visitors, physicians, and both clinical and non-clinical staff in the community.
13. Perform other duties as assigned or needed.

**Education and Experience**

High School Diploma or equivalent. Must have 1 year experience as a nurse or caregiver preferably in an Assisted Living or Memory Care community. Supervisory experience of 6 months or more in a health related field. Must be able to read physician orders and match to Medication Administration Records for residents. Understanding of medical terminology adequate to pass medications and communicate with medical professionals. Experience with Microsoft Word, Microsoft Excel. Understanding of human resource rules.

**Certifications, Licenses, and other Special Requirements**

Valid State Nursing License as a Staff Nurse (RN or LPN/LVN). Certifications as required by state.

**Essential Skills**

Effective communication with all residents, families and visitors. Verbally able to articulate in person and over the phone. Able to communicate in written form and complete documentation as required by state. Able to work well under pressure, resolve conflicts, prioritize tasks, and follow through with ideas. Self-motivated and able to work independently and make decisions. Excellent organizational skills; detail oriented. Pleasant, professional and personable. Models appropriate professional behavior at all times.