

POSITION: Agency LPN

ORGANIZATION: Hopewell Center

DIVISION: Residential Svcs

STATUS: Full-time

FLSA STATUS: Exempt

WORK SCHEDULE:

The following essential job functions comprise a summary of job duties, requirements and responsibilities contained in the job description prepared for this position. The job description will serve as the primary document in the selection and hiring process; and constitutes the context for incumbent job performance and evaluation.

ESSENTIAL FUNCTIONS:

Coordinates scheduling of residents' medical appointments;
Provides ongoing communication with physicians regarding residents' health care;
Monitors accuracy of medication administration;
Implements physician orders completely and accurately;
Provides follow-up care and/or observation for residents' illnesses, accidents and seizures;
Maintains written summaries of nursing contact for each resident;
Maintains client medical files and documentation according to State Board of Health and Medicaid requirements;
Completes and updates monthly medication record and quarterly physician orders;
Administers vaccines/tests as scheduled or as needed;
Schedules and assists in administering quarterly physical and medication reviews;
Provides initial and ongoing health care training of agency personnel;
Responds to medical emergencies and concerns on a 24-hour basis.

REQUIREMENTS:

Thorough knowledge of and ability to make practical application of PDR, State Board of Health, EDS/Medicaid Review criteria and other applicable regulations regarding health care;
Ability to work with minimum supervision, both alone and with others in team environment, often under time pressure;
Ability to work on several tasks at the same time;
Ability to read and interpret physician orders and lab reports;
Ability to maintain confidentiality of information and reports;
Ability to interact appropriately and effectively communicate orally and in writing;
Ability to conduct physical examinations, including grasping and carrying objects, bending at the waist, crouching, kneeling and lifting residents;
Ability to observe behavior of residents and respond swiftly, rationally and decisively to emergency situations, despite possibility of exposure to potentially violent/irate individuals and situations involving potential physical harm to self and others;
Ability to work irregular and/or extended hours;
Ability to be on-call 24 hours a day on a regular basis and to appropriately respond to emergencies from off-duty status;
Ability to follow personnel policies and rules of the organization.

LICENSE/CERTIFICATION NEEDED:

Certified as a Licensed Practical Nurse and possession of a current Indiana license in practical nursing;
Possession of valid driver's license and demonstrated safe driving record.