CARINGHouse Projects, Inc.

JOB DESCRIPTION: Licensed Practical Nurse

ACCOUNTABLE TO:

1. For all nursing practices, RN Supervisor oversees and directs all LPN staff.
2. LPN GH Management Staff

JOB SUMMARY: Under general direction of a Registered Nurse performs such duties as are required in the care of resident(s) involving the carrying out of medical orders prescribed by a licensed physician and requiring an understanding of elementary nursing, but not requiring the professional service outlined in the definition of professional nursing in accordance with the NJ State Nurse Practice Act. Perform related work as related to the job description.

QUALIFICATIONS:

- Minimum of Eighteen (18) years or older.
- High School Diploma or GED
- Required to possess a current LPN license valid in New Jersey.
- Possess a driver's license valid in the State of New Jersey for employee mobility as necessary to perform the essential duties of the position. Driving history/record must meet the conditions of CARING's motor vehicle insurance carrier.

RESPONSIBILITIES AND DUTIES:

- Knowledge of practical nursing skills and techniques and their application to nursing care and treatment.
- Performs physical examination of residents such as taking and recording, temperature, pulse, respiration, blood pressure, height and weight and collection of specimens for laboratory analysis and documents on residents' record.
- Administers first aid to residents in instances of sudden illness or accident until appropriate emergency services arrive.
- Administers treatments and medications under physician orders.
- Follows the directions of the Registered Nurse in specialized resident care and treatments such as Foley catheter care, tube feedings and care of feeding sites, insulin injections, tracheostomy care, colostomy care, douches, enemas, and application of dressings and binders, etc.
- Charts resident care and treatment measures. Documents at least once per shift on the nursing notes for each resident.
- Observes and reports medical changes in resident's condition to LPN GH Manager, Registered Nurse and/or physician.
- Notifies physician or supervisor as to any conditions of residents requiring medical attention, other than those already under treatments such as vision or hearing problems or the need for dental care.
- Assists residents with braces and prosthetic devices or other adaptive equipment.
- Applies external medications to residents such as salves, ointments, powders as specifically directed by the Registered Nurse and/or physician.
- Prepares and gives medication, including insulin by subcutaneous and intramuscular injection.
- Evaluates on a continuing basis positive and/or negative effects of medication(s), treatment(s), and unusual conditions such as physical and/or emotional problems, adverse reactions or problems and reports findings to supervisor, Registered Nurse and/or physician.

- Accounts for narcotics, barbiturates and other accountable drugs, syringes and equipment before each shift.
- Performs routine assigned nursing procedures such as bathing, dressing and feeding residents, making beds and lifting, moving, transferring, and ambulating of residents.
- Positions residents according to prescribed practices and assists residents with simple exercises.
- Assist with admission, discharge and transfer of residents.
- Ability to work harmoniously with physician, Registered Nurse, supervisor, nonprofessional care staff, residents and others associated with the facility.
- Keeps accurate resident records, and other associated factual reports.
- Contributes to the inter-disciplinary team in the determination of goals and participates in and involves residents in goal planning sessions.
- Teaches residents in areas of physical health care, good grooming and hygiene and personal appearance.
- Assists the Registered Nurse and GH Manager in carrying out other delegated work.
- Assumes the responsibility for the physical, mental and emotional well being of residents assigned to his/her care.
- Provides whatever assistance is required by residents to assure adequate standards of healthcare, medications administration, personal hygiene, proper nutrition, overall care, community involvement, participation in preferred activities, etc.
- Cares directly for residents as assigned. If employee is assigned to a specific resident who requires 1:1 supervision, employee ensures the safety and well-being of that resident while keeping that resident within line of sight and at arm's length at all times. If the staff member needs to leave the resident's side, the staff member will seek out another staff to stay with the resident until the staff member returns. The resident assigned 1:1 supervision will always have staff supervision within line of sight and at arm's length during the hours required.
- Employees working on shift with a resident who requires 1:1 supervision, must assist as requested or assigned in relieving or assisting other staff members who are assigned as the 1:1. When working with a resident who requires 1:1 supervision, the employee must keep that resident within line of sight and at arm's length at all times.
- Remains on duty until proper coverage for oncoming shift has arrived and is on duty. Failure to remain on shift until proper coverage arrives causes reportable staffing shortages and neglect of resident care.
- Keeps emergency exits and walkways free of obstacles, snow, ice, debris, etc.
- Takes the initiative in developing and carrying out our recreation program and suitable activities for the residents.
- Responsible for adherence to Federal, State and CARING's policies and procedures.
- Respond with reason and calm in an emergency. Sees that proper measures are taken at all times to eliminate actual and potential hazards to the safety of residents.
- Maintains order and discipline, handles minor behavior problems, and refers those of a more serious nature to a supervisory official.
- Calls 911 in the event of a life-threatening emergency.
- Receives visitors and escorts them in a courteous manner; responds to questions dealing with non-professional aspects of organization and refers visitors to appropriate staff members for response to inquiries of a professional nature.
- Maintains professionalism and is courteous at all times while on duty or on CARING property. Maintains appropriate conduct when dealing with neighbors or while on duty in the community.
- Prepares accurate information reports on program, activities and residents.
- Escorts/Transports residents to treatment facilities, day programs, church services, work, recreational activities/outings, and other locations as required.

- Maintains accurate records and files.
- Required to complete household maintenance and daily cleaning chores.
- Required to prepare meals for residents according to menus, resident choice and within doctor ordered guidelines.
- Under the direction of the GH Manager or LPN Manager, employee shall provide, assist or supervise residents in activities of daily living such as mobility, transferring, walking, grooming, bathing, dressing and undressing, eating and toileting.
- Administers Medications and Treatments according to N.J.A.C. 10:44A Regulations, Company policy and DDD Medications Training Module.
- Performs and/or provides and or provide assistance to residents in meals preparation and general household functions as directed by the Manager.
- Assists clients with the implementation of IHP team recommendations and goals, care and well being of the client. Completes IHP documentation, monthly reports, and daily training records as assigned, needed or requested.
- Documents resident progress, activity and other required occurrences on shift on the daily log. Properly documents critical information occurring on shift on the critical information section of the daily log.
- Communicates with house managers, CHP staff and CARING, Inc. staff regarding resident or related issues.
- Communicates appropriately with DHS and DDD staff as needed or requested.
- Communicates appropriately with other agencies (admitting agencies, day programs, etc.) as needed or requested.
- Reports complaints to Director/Deputy Director.
- Reports abuse, neglect, exploitation, policy, legal or regulatory violations to immediate supervisor, Deputy Director or Director. Submits written statements as required or requested.
- Completes other related duties as required or requested.
- Completes all duties within regulatory guidelines.
- Cooperates with the licensee and the Department of Human Services staff during any inspection or investigation.
- Must successfully complete all required CDS and DDD Pre-Service Trainings within 90 days of employment.
- Must successfully complete Crisis Management or related Behavioral Intervention training as approved by this agency.
- Must keep mandatory certification requirements (i.e. First Aid, C.P.R., TB testing, Medications Training Annual Review, etc.) current and up to date according to licensing standards.
- Must be fingerprinted every two years for DDD State and Federal Criminal Background check requirements.
- Must disclose to CHP Administration any criminal charges or convictions prior to or during employment; and also Motor Vehicle moving violations and suspensions during employment.

KNOWLEDGE AND ABILITIES:

- Knowledge of the techniques involved in training individuals with varying degrees of Developmental Disabilities and physical handicaps in areas of self-care and socially accepted behavior to the limits of the residents' potential.
- Knowledge of physical, mental, and emotional needs of developmentally disabled persons and of the procedures and methods required to provide adequately for such needs.

- Knowledge of the varied housekeeping, safety, and sanitation problems encountered in a home for developmentally disabled persons and of the procedures, methods and equipment required for their solution.
- Knowledge of administrative practices and procedures.
- Ability to physically care for a resident, perform CPR and First Aid, and evacuate residents in the event of an emergency.
- Ability to safely lift residents or other heavy or bulky household items; pull; bend; and push items such as wheelchairs, movable furniture and equipment as needed while caring for, evacuating, transporting residents or performing other job duties.
- Ability to safely shovel or clear emergency exits and walkways of snow, obstacles or debris.
- Ability to develop and initiate general and specialized programs in the group home setting designed to maintain adequate standards of personal care, safety, and emotional well-being of developmentally disabled residents.
- Ability to prepare effective work schedules and programs, give suitable assignments to individuals and groups and to supervise the performance of their work.
- Ability to evaluate and assess behavior issues that may arise with clients. Ability to try and problem solve situations, and refer to supervisory staff, behaviorist, or case management as necessary.
- Ability to supervise housekeeping routines.
- Ability to handle emergency and potentially dangerous situations, to take the prescribed measures necessary for the health, welfare, custody, and safety of residents, and to take and maintain a firm and correct stand when differences of opinion arise among residents or employees.
- Ability to prepare accurate factual reports.
- Ability to maintain essential records and files.
- Ability to read, write, speak, understand or communicate in English sufficiently to perform the duties of this position.
- Ability to acquire knowledge of division and department organization and programs.
- Ability to prepare statistical, financial and other reports.
- Ability to analyze problems and data and take or recommend action.
- Ability to speak and write effectively and to analyze, edit, review and interpret complex technical material.
- Ability to maintain cooperative working relationships with staff in the group home, supervisors, the department of Human Services staff, etc.
- Ability to supervise assigned employees.
- Ability to read, write, speak, understand or communicate in English sufficiently to perform the duties of this position.
- Ability to operate computer, Microsoft Office, Outlook, Word, Excel and other computer programs required by position.
- Ability to respond to operational emergencies as needed on or off duty.

I have read and fully understand the Job Description of License Practical Nurse for the CARINGHouse Projects.

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Employee Signature Date

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Witness Signature Date

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