

Title: Floor LPN

Shifts: Full-Time 11pm – 7am
Part-Time 7am – 3pm
Part-Time 11pm-7am

Department: Nursing

Reports to: Medical Director

Job Summary: Supervise and coordinate care of residents including administration of medications and treatments.

Job Qualifications

- Education: Graduation from an accredited school or college of nursing.
- Work Experience: 1-2 years' experience working with individuals with intellectual and developmentally disabilities preferred.
- Equipment Utilization: Use of sphygmomanometer, oximeter, glucometer, thermometer, stethoscope, durable medical equipment, nebulizer and AED machine; catheterize, place/replace G-tube and administered medications and feedings via G-tube; administer oxygen treatment and suction.
- Physical Demands: Ability to lift at least 35 pounds independently. Ability to administer CPR. Ability to stand for long periods of time.
- Special Skills/Licenses: Current New Jersey LPN license in good standing. Valid driver's license in state of residency and good driving record.
- Training: Required HCS Orientation and Inservices, CPR and AED machine, and Therap Electronic Health Records.
- Communication Skills: Read, write and speak English. Communication with nurses, DSPs, other disciplines, departments, families, allied health professionals, and visitors. Written documentation of all observations, medications and treatments. Knowledge of basic computer skills for data entry.
- Possess a valid driver's license in state of residence with no more than 5 points
- Employee shall submit to drug testing prior to employment as well as randomly and for cause
- Must submit to a criminal background check and be determined to be not disqualified by the Department of Human Services prior to hire.
- Must agree to have name checked against the Central Registry of Offenders Against Individuals with Developmental Disabilities and Child Abuse Registry Information.

Job Responsibilities

- Administer medications as prescribed
- Document medication administration and medication effects.
- Administer treatments as prescribed
- Identify health problems/change in status and report health problems to a Registered Nurse for assessment.
- Report health problems/change in status to Resident Care Coordinator, Director of Health Services, or MD as indicated.
- Initiate preventative or corrective treatment to health problems.
- Maintain accurate health records including nurses 'notes, nursing care plans, seizure reports, etc. Administer First Aid and treatment as indicated
- Communicate status of residents to family and/or guardian.
- Assist with completion of medical forms, including MARS, TARS, MD orders, follow ups, etc.
- Cooperate with HCS and the department of Human Services in any inspection or investigation.
- Assist with MD rounds
- Be familiar with current resident specific information.
- LPN must work under the supervision of a Registered Nurse.
- Report identified resident health problems.
- Report staff issues.
- Inform of schedule changes in a timely manner.
- Ensure the smooth operation of the unit.
- Clearly communicate all concerns and information at the nursing shift to shift report and as indicated.
- Provide adequate supplies, re-order medications.
- Supervise care given by Direct Support Professionals
- Additional duties as assigned.