

JOB DESCRIPTION

JOB TITLE: Licensed Practical Nurse II

CATEGORY OF EMPLOYMENT/STATUS: Support Staff

CATEGORY OF EMPLOYMENT/CLASSIFICATION: Full-time/ Part-time/ Nonexempt

DEPARTMENT: Clinical Services

JOB SUMMARY: Monitor medical needs of consumers and fulfill skilled nurse requirements as needed and personal care and consumer support as consumer needs dictate. Flexible hours required including evenings, weekends and holidays. On call responsibilities required.

LOCATION: As per the need of the service; generally work is performed at Arc program sites as well as in the community.

DUTIES:

1. Monitor overall health status of consumers including, but not limited to: regular weighing, blood pressure, etc. and give recommendations to enhance their care. Maintain all pertinent records, monitor Therap and all relevant information. Maintain proper knowledge of service recipients' health needs. Perform body checks as required.
2. Monitor health related practices and medical procedures. Ensure that medical supplies and medications are ordered in a timely manner, as needed.
3. Review yearly physicals for consumers.
4. Interpret medical reports under the guidance of the Nursing Supervisor.
5. Supervise the maintenance of consumer medical records and disseminate medical information, including training as needed to other staff, outside personnel, etc.
6. Schedule and accompany consumers to medical/dental appointments or other outings, when necessary.
7. Provide skilled nursing care/treatment to consumers as required, (i.e.: wound dressing and bandaging, ileostomy, colostomy care, catheterizations, other special procedures, etc.) Medication administration may be required.
8. Serve as medical liaison as needed with family members, professionals and other individuals/organizations in the community when indicated.
9. Act as resource nurse for emergency situations to administer first aid, provide evaluation of consumers' health status and recommend emergency treatment when necessary. Contact on Call RN when appropriate.
10. Assist in Group Home inspections (i.e.: review of medical charts, prescription labels for compliance, menus for nutritional information, check first aid kits, emergency numbers posted, that medications are secured properly, etc).
11. Responsible for required, rotational on call responsibilities (i.e.: Holidays, Evenings and Weekends) for agency wide support.
12. Participate as Interdisciplinary Team member and in the development of IHPs. Attend and participate in all relevant meetings including monthly staff meetings.
13. **The employee must cooperate with the Licensee and Department staff in any inspection or investigation.**
14. Perform other duties as required by the nature of the position or as requested by Supervisor.

IMMEDIATE SUPERVISOR: Nursing Supervisor.

DIRECTION OF OTHERS: No Direct Supervision

Licensed Practical Nurse II

POSITION WITHIN THE TABLE OF ORGANIZATION: See "Table of Organization".

EDUCATION: Current NJ Licensed Practical Nurse licensure required.

EXPERIENCE/TRAINING: Minimum of 2 years experience working with persons with developmental disabilities preferred.

EQUIPMENT: Must possess a valid NJ driver's license and/ or be considered insurable by the Agency's auto insurance carrier. Must be capable and willing to drive different types of vehicles (i.e.: car or van).

JUDGEMENT/INITIATIVE: Must work with minimal supervision. Good professional judgment needed for interaction with consumers, staff, parents, community, and other professionals, family members. Must be able to complete all required documentation and logs.

COMMUNICATION SKILLS: Strong verbal and written skills in English required to communicate effectively with staff at all levels as well as consumers, families, and outside agency personnel.

WORKING CONDITIONS/HAZARDS: Performance of normal nursing duties involves the moving, lifting and transport of consumers. The behavior of consumers may change dramatically without obvious cause, creating, at times, hazardous situations. Travel and On call responsibilities required.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently required to stand, walk, and sit. The employee is occasionally required to use hands to finger, handle, or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and talk or hear. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

SALARY RANGE: As per Agency salary guide.

DATE EFFECTIVE: LPN July 1, 1994 (LPN II 12/15/2014)

DISCLAIMER CLAUSE: Job descriptions and specifications are not intended and should not be construed to be an exhaustive list of all responsibilities, skills or working conditions associated with a job. They are intended to be an accurate reflection of the principle requirements of the position of Licensed Practical Nurse II in this Agency's operation.

Revised: 04/95, 07/95, 04/03, 11/03, 3/11, 12/14

Reviewed: 04/07, 12/14