



HAWTHORN HOUSE

AIR FORCE ENLISTED VILLAGE

Job Title: Licensed Practical Nurse
Department: Hawthorn House
Reports to: Director of Health & Wellness
FLSA: Non-Exempt
Date Prepared: 11 January 2010
Updated By: Leigh J. Rice
Updated Date: July 28, 2016
Approved by: *Reed L. Rice*
Approved Date: 10/16/2016

Position Summary: Assist the Director of Health & Wellness and the Administrator in coordinating the service/assistance plans to meet health needs of the residents. Promote wellness; greet guests; respond to resident's requests and assist in coordination of service to residents; assist in providing services to residents, families and guests. Follow the directions of the Administrator in anyway needed to carry out their responsibilities. Must ensure staff follows the required procedures for handling, cleaning, disposing, or moving of objects, materials and/or the clean-up of blood, infectious materials, or body fluids in accordance with the OSHA Standards. Will comply with all AHCA and organizational requirements.

Essential Duties and Responsibilities:

- Familiar with the department head, Certified Nursing and Resident Assistants, and Unlicensed Medication Assistants duties and responsibilities.
- Assists the Administrator and Director of Health & Wellness by working closely with other employees; residents, and their families; governmental and private agencies; and next of kin to resolve all manner of situations involving residents.
- Meet with every new resident and assist Director of Health & Wellness in completion of basic health assessment prior to moving into the Hawthorn House.
- For at risk residents, coordinate the assistance plan, activate resources through home health, and communicate with the physician regarding issues that keep the resident at risk.
- Provide medical input for residents, families and staff when the need for an alternative care setting becomes necessary.
- Monitor medication program for all residents requiring assistance or help with administration of medication.
- Review all emergency calls for assistance by residents and complete a quality review on the treatment and handling of each emergency by staff.
- Assist with developing a functional evaluation for each resident.
- Supervise all Certified Nursing Assistants, Resident Assistants, Unlicensed Trained Medication Assistants.

- Complete additional tasks as assigned by the supervisor.
- Provide support and leadership during hurricanes and other emergency situations.
- Create and maintain an environment for residents, families and guest that are customer friendly and that also values and respects the uniqueness of each individual.
- Facilitate and coordinate with residents, providers, and pharmacy to ensure prescriptions are acquired and refilled in a timely manner.

Other Responsibilities:

- Assist in fire and evacuation procedures.
- Assist in coverage during hurricanes or other disasters as assigned
- Assist with OSHA-MSDS procedures as directed by Building Ops Superintendent.
- Ability to operate basic office equipment and computer for on line record keeping/medication system.
- Assist in maintaining bulletin boards
- Assist with emergencies as directed, i.e. hurricanes
- Maintain proficiency and certification through continuing education
- Clock in to work as scheduled using the time system.
- Monitor time system for errors.
- Complete and turn in employment/time clock/time off forms in a timely manner
- Monitor departmental on line communication/scheduling program.
- Other duties as assigned.

Education, Experience, and Skills Required:

- Licensed Practical Nursing or Registered Nursing Certificate.
- HIV, Food Handling, Alzheimer's and CPR training.
- Good assessment skills.
- Experience or interest in working with senior adults.
- Strong verbal, written, supervisory and interpersonal skills.
- Ability to organize and prioritize work and to meet deadlines.
- Regularly required to stand, walk, reach with hands and arms, talk and hear and taste and smell.
- Frequently required to climb or balance. The employee is occasionally required to sit, stoop, kneel, crouch, or crawl. Must regularly lift and/or move up to 10 pounds, frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 80 pounds.

Standards:

- Residents needs always come first. Employee must always adhere to the "Mom Rule".
- Employees will not work under the influence of mood-altering or illegal drugs or alcohol.
- Neat appearance, adherence to the dress code and good personal hygiene is expected.

Language skills:

- Member must possess the ability to read, write and understand English so to interpret documents such as safety rules, policy and procedure manuals. Strong verbal and interpersonal skills are required along with the ability to speak effectively before residents and staff.

I have read and understand the responsibilities of this position. I possess the qualifications indicated and am able to carry out the identified responsibilities with or without reasonable accommodation.

I understand that the first three months of employment are probationary and that my probationary period may be extended in the event of absences, or slow training progression.

Employee's Signature

Date