

Job Title: LPN – Indianapolis/Greenfield, IN	Effective Date: 10/6/2017
Department: Home Health	Revised:
Supervised By: Client Services Director	FSLA: Non-Exempt
Supervises: N/A	Location: Home Health

Required Education/Experience/Skills

1. Graduate of an accredited school of professional nursing
2. Current license to practice as a Licensed Practical Nurse in Indiana
3. Minimum of one (1) year experience in an acute care setting or equivalent experience
4. CPR certified
5. Demonstrated written, verbal, and interpersonal communication skills
6. Licensed driver with automobile insured in accordance with state and agency requirements and in good repair.
7. Ability to perform paperless documentation performed electronically

General Responsibilities

1. Provides professional nursing care as defined in the nurse practice act and under the direction of a Registered Nurse. Communicates appropriate status/condition changes to the RN per agency guidelines.
2. Provides skilled nursing visits for clients as directed by the RN Case Manager and follows the care plan established by the Registered Nurse
3. Communicates information on a timely basis, consistent with agency policy and urgency of the situation. Communicates verbally, as needed, and through complete and accurate documentation in the clinical record
4. Promotes personal safety and a safe environment for clients and coworkers by recognizing and responding appropriately to potentially unsafe situations, making recommendations on improvement of safety, and seeks education/training or assistance with areas of concern
5. Performs job in compliance with Agency policies and procedures and professional and community standards by accepting responsibility for professional nursing role, following applicable state and federal laws and agency standards, maintaining confidentiality in all aspects of the job, refraining from discussing client or staff identities, conditions, or circumstances in public or with others who do not have a legitimate interest in the person
6. Participates in the development, implementation, and evaluation of the agency Quality Improvement program and pertinent activities
7. Participates in coordination of home care services, attends meetings as required, and follows reporting guidelines.
8. Accurately and timely documents in the client record visits and activities performed
9. Recognizes and reports changes in the client condition to the Case Manager and physician, as directed
10. Performs other related duties and responsibilities as deemed necessary.

Standard Requirements

1. Supports the Mission, Values and Vision of Compass Park.
2. Is knowledgeable of resident rights and ensures an atmosphere which allows for the privacy, dignity and well-being of all residents in a safe, secure environment.
3. Supports, cooperates with and implements procedures and programs for:
 - a. Safety, including universal precautions and safe work practices, established fire/safety/disaster plans, risk management, and security, report and/or correct unsafe working conditions, equipment repair and maintenance needs.
 - b. Confidentiality of all data, including resident, employee and operations data.
 - c. Quality Assurance and compliance with all regulatory requirements.
 - d. Compliance with current law and policy to provide a work environment free from sexual harassment and all illegal and discriminatory behavior.
4. Supports and participates in common teamwork
 - a. Cooperates and works together with all co-workers; plan and complete job duties with minimal supervisory direction, including appropriate judgment.
 - b. Uses tactful, appropriate communications in sensitive and emotional situations.
 - c. Follows up as appropriate with supervisor, co-workers or residents regarding reported complaints, problems and concerns.
 - d. Promotes positive public relations with residents, family members and guests.
5. Completes requirements for in-service training, acceptable attendance, uniform and dress code including personal hygiene, and other work duties as assigned

Receipt and Acknowledgment

I acknowledge and understand that receipt of the job description does not imply nor create a promise of employment, nor an employment contract of any kind, and that my employment is at-will.

Job duties, tasks, work hours and work environment may be changed at any time.

Acceptable job performance includes completion of the job requirements as well as compliance with policies, procedures, rules and regulations.

Required Signatures

Employee Signature

Date

Essential Elements/Job Functions Assessment

Physical Requirements: auditory and visual skills; ability to bend, stoop, sit stand, reach and lift items weighing up to 50 lbs., pushing, pulling, climbing stairs.

Stress Factors – ability to respond professionally to frequent interruptions.

Work Environment – able to work independently and well as with peers and management staff; verbal contact with others, face-to-face interaction with staff, residents and family members; shift work, fumes/odors.

Equipment – telephone, fire alarm, electronic scales, adjustable chairs/beds, and various other equipment and supplies.

.....
 I have read the Essential Elements-Job Functions Assessment and am able to meet these requirements.

Employee Signature

Date

I would like to discuss accommodations.

Employee Signature

Date