

OPPORTUNITIES, INC. JOB DESCRIPTION

Job Title: HOA LICENSED PRACTICAL NURSE (LPN/LVN) - WEEKEND

General Description of Duties:

Responsible for a variety of tasks related to medical services, including preparation and administering medications to consumers. Non-exempt position.

Qualifications Required:

Knowledge, Skills, Abilities: Nursing skills, Developmental Disabilities, read and write legibly; analyze consumer illnesses; follow directions and work with limited supervision
Certification/License: Valid Driver's license; current auto insurance; current Arkansas LPN or Texas LVN license; Annual TB Skin Test; CPR/First Aid certification; ban training
Education: High School Diploma or equivalent

Qualifications Preferred:

Certification/License: CPR/ First Aid
Experience: One year as LPN
Benefits: See Personnel Policy 301
Salary/Pay Scale: See Personnel Policy 212

Major Responsibilities and Duties:

Knowledge of ICF/MR regulations pertaining to medical, health and safety.
Knowledge of Arkansas Office of Long Term Care requirements.
Knowledge of filing requirements.
Knowledge of Nurse Practice Act(s) – Texas and Arkansas
Prepare and dispense medications for consumers following physician's orders.
Record medication dispensed in each consumer's medication record.
Assist with and provide training for consumers on self-administration of medication program.
Provide medication treatments to consumers as ordered by physician.
Perform head to toe checks of consumers during shifts.
Ensure the prescribed and over the counter medications are available.
Order medication refills from pharmacist.
Train consumers in health, hygiene and sexual awareness as needed until relieved.
Accompany consumers in ambulance and provide medical information as needed.
Assist and stay with consumers at outpatient hospital as needed.
Communicate with QIDP, RN, and/or HOA Program Manager any needs of consumers.
Meet monthly with RN to discuss client status and needs.
Be available for on call emergencies during the weekday evenings.
Participate in training, in-services, conferences and seminars as required.
Follow directions of supervisor; performing duties as assigned.

Physical Requirements:

Communication – English speaking	Sitting for 3-4 hours consecutively
Driving vehicles	Standing 1-2 hours consecutively
Hearing for conversation	Stooping, kneeling, bending, twisting
Lifting up to 50 lbs	crouching
Pushing/pulling up to 50 lbs	Use of hand, wrist, fingers
Reaching overhead and in front of body	Walking for short distances

Responsible to: *NHA/Director of Residential Services*

Supervision of: None

Performance evaluations are conducted annually. The employee and supervisor use this job description to help evaluate employee performance. At the time of evaluation, the job description is modified if employee job tasks have changed. I have read and discussed this job description with my supervisor and have been given opportunity to ask questions concerning it.

Staff Signature

Supervisor Signature

Date

Date

Name _____

Job Title HOA LICENSED PRACTICAL NURSE (LPN/LVN)

SCHEDULE: Exempt or Non-exempt Non-Exempt

Days of the week scheduled: See Schedule Below

Hours scheduled: Saturday - Sunday

6:00 am – 8:00 am

4:30 pm – 7:00 pm

on call/available by phone Friday midnight – Sunday midnight

TOTAL HOURS: 9 Hours

HOURS MAY EXCEED (9) PER WEEKEND TO MEET DEPARTMENTAL DEMANDS WHEN APPROVED BY SUPERVISOR.

Staff Signature

Date

Supervisor Signature

Date