

## **OPPORTUNITIES, INC. JOB DESCRIPTION**

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

### **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 Commercial Driver's License (or able to obtain within 90 days of employment); current

Arkansas LPN or Texas LVN license; Annual TB Skin Test; CPR/First Aid certification; van training

Education: High School Diploma or equivalent

### **Qualifications Preferred:**

Certification/License: CPR/ First Aid Instructor

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 Texas Adult Day Care licensure requirements.

Knowledge of Arkansas Office of Long Term Care requirements.

Knowledge of Arkansas DDS requirements.

Knowledge of record reviews and 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.

Develop and maintain a medical record of each consumer, with the oversight of Qualified Intellectual Disabilities Professional (QIDP) and/or R.N.

Assist with and provide training for consumers on self-administration of medication program.

Provide medication treatments to consumers as ordered by physician.

Schedule and accompany consumers to appointments with medical or medical related professionals.

Perform head to toe checks of consumers on a daily basis.

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.

Maintain contact with physician for consumer health needs and signing physician orders.

Participate with pharmacist in quarterly review.

Participate and consult with medical director as required.

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 QIDP, Program Manager, RN and NHA 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

Driving vehicles

Hearing for conversation

Lifting up to 50 lbs

Pushing/pulling up to 50 lbs

Reaching overhead and in front of body

Sitting for 3-4 hours consecutively

Standing 1-2 hours consecutively

Stooping, kneeling, bending, twisting  
crouching

Use of hand, wrist, fingers

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:          Monday – Friday

[ ] 6:00 am – 2:00 pm

[ ] 12:00 pm – 8:00 pm

**TOTAL HOURS:          40 Hours**

HOURS MAY EXCEED (40) PER WEEK TO MEET DEPARTMENTAL DEMANDS WHEN APPROVED BY SUPERVISOR.

\_\_\_\_\_  
Staff Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date