



THE PINES

AT GROVE MANOR

PERSONAL CARE HOME

Licensed Practical Nurse (LPN) for Personal Care

Position Summary

A Licensed Practical Nurse (LPN) administers quality bedside care and related services to personal care residents which includes plans of care and manages all designated personnel, supplies, and equipment in an assigned unit under the supervision of Personal Care Administrator.

General Purpose

The general purpose of the LPN position is to perform nursing practices and routines under the supervision of the Personal Care Administrator, in accordance with federal, state, and local regulations and guidelines. A LPN assists in the supervision of Resident Care Aides and promotes a positive physical and psychosocial environment amongst residents and staff.

Role Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills, and abilities necessary to perform the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Position Responsibilities

Specific responsibilities of the position include, but are not limited to, the following:

- Observe residents, charting and reporting changes in resident's conditions
- Administers prescribed medications, treatments, and therapy under the supervision of the PC Administrator and cites times and amounts in resident's records
- Reviews pharmacy deliveries and reconciles medication orders with drugs on hand and oversees the monthly turnover of medications
- Make resident rounds
- Supervises Resident Care Aides and provides them with orientation, training, and ongoing guidance and support
- Provides basic resident care and treatments
- Reviews care plans and documentation for accuracy

- Maintain a safe work environment and exhibit safe work practices in accordance with facility policies and procedures
- Maintain knowledge of federal, state, and local laws and regulations
- Attend all department meetings and/or educational programs as scheduled or directed
- Perform additional functions or duties, as assigned by the PC Administrator

Essential Knowledge, Skills, and Ability

Education/Certification/Experience

- High School Diploma or GED
- Current LPN license is required and must be in good standing
- Basic Life Support for Health Care Providers CPR certificate or enrollment in CPR class
- Sufficient education in order to perform daily tasks with an understanding of the duties involved

Knowledge

- Knowledge of principles and processes for providing excellent customer and personal services