**United Methodist Homes**

**Job Description**

**Job Title:** LPN Facility Charge

**Department:** Nursing

**Reports To:** Unit Manager / RN Supervisor

**FLSA Status:** Non-exempt

**Summary** Provides general nursing care to the residents and supervises the daily nursing activities performed by Certified Nursing Assistants and non-licensed staff in accordance with current federal, state, and local standards, guidelines and regulations that govern United Methodist Homes.

**Essential Duties and Responsibilities include the following**

- Interviews residents/completes nursing assessments (Pa LPN only)

- Identifies and documents resident problems, symptoms, behavioral changes, and deviations from normal and notes in care plan

- Establishes and follows a care plan based on resident needs

- Implements nursing care, i.e. competently administer medications and perform nursing procedures within scope of practice

- Utilizes problem-solving techniques in providing nursing care to residents

- Utilizes effective communication skills with residents, family members and co-workers

- Assists in the develop and implement a teaching plan for residents and family members

- Reports and investigates all allegations of resident abuse and/or misappropriation of resident property

- Ensures that resident confidentiality, privacy, and dignity are respected in accordance with resident's rights

- Reports occupational exposures to blood, body fluids, infectious materials, and hazardous chemicals in accordance with the facility's policies and procedures governing accidents/incidents

- Reports discrepancies noted concerning physician's orders, resident diet change, charting errors, etc to immediate supervisor

- Subject to call-back during emergency conditions (severe weather, evacuation, post-disaster, etc)

- Follows all policies as outlined in the Nursing Services section of the Policy and Procedure manual

- Other duties as assigned

**Supervisory Responsibilities**

Directly supervises certified nursing assistants and nursing non-licensed staff on the unit. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include orienting new employees; planning, assigning, and directing work; rewarding and disciplining employees; addressing complaints and resolving problems.

**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, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.**

**Language Skills**

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of residents and/or family members or employees of organization.

**Certificates, Licenses, Registrations**

Active license to practice as a Licensed practical Nurse in the state of New York (Hilltop/Elizabeth Church) or Pennsylvania (Wesley Village)

**Requirements**

Must demonstrate competency in skills and techniques necessary to care for residents’ needs as identified through resident assessments, and as described in the plan of care

**Physical Demands The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.**

While performing the duties of this Job, the employee is regularly required to use hands to finger, handle, or feel; reach with hands and arms and talk or hear. The employee is frequently required to stand; walk and taste or smell. The employee is occasionally required to sit; climb or balance and stoop, kneel, crouch, or crawl. The employee must regularly lift and /or move up to 50 pounds, frequently lift and/or move up to 25 pounds and occasionally lift and/or move more than 100 pounds.

**Work Environment The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.**

While performing the duties of this Job, the employee is frequently exposed to fumes or airborne particles. The employee is occasionally exposed to moving mechanical parts. The noise level in the work environment is usually moderate.

**Acknowledgement:** I have read this job description and fully understand the requirements of the position. I accept this position and agree to perform the identified essential functions in a safe manner and in accordance with the facility’s established procedures.

**Employee Signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**,**