**United Methodist Homes- Hilltop Campus**

**Job Description**

**Job Title: Facility Charge LPN**

**Department:** Adult Care

**Reports To:** Adult Home Administrator

**FLSA Status:** Non-exempt

**Summary** Responsible for the overall supervision of the Adult Care Facility and Assisted Living Program and emergency oversight of independent resident areas including the Highlands

**Essential Duties and Responsibilities include the following. Other duties may be assigned.**

- Oversees implementation, execution and evaluation of client's plans of care per the licensed agency policies and procedures

- Provides consultation to Personal Care Aides, Resident Care Aides and Certified Home Health Aides regarding resident care

- Acts as a resource for questions pertaining to residents' medications

- Observes, assesses, reports and documents changes in resident health and/or behavior as necessary

- Coordinates communication and documentation of residents' conditions with physicians and residents' family members as necessary

- Assists in admission, transfer and discharge of all residents

- Evaluates and documents resident incidents. Updates MD and family.

- Logs in narcotics for facility

- Tracks infections on units

- Assists residents with Chemstrips, insulin, B-12 and other injections, and prescribed treatments as needed

- Logs all medications in medication log book and assists with destruction of discontinued medication

- Fills out 24 hour report to communicate with other shifts

- Responds to emergencies for residents at independent levels of care and westside.

- Assists with staff scheduling as needed

**Supervisory Responsibilities**

Directly supervises all Personal Care Aides and Certified Home Health Aides. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include planning, assigning, and directing work; appraising performance; 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 commodations may be made to enable individuals with disabilities to perform the essential functions.**

**Education and/or Experience**

Degree from an LPN nursing program.

**Language Skills**

Ability to read, analyze, and interpret professional journals, technical procedures, or governmental regulations. Ability to write reports or business correspondence. Ability to effectively present information and respond to questions from groups of residents, family members, or employees or organization.

**Certificates, Licenses, Registrations** Must possess a license for Licensed Practical Nurse in the state of New York

**Other Qualifications** Previous supervisory experience in the geriatric field preferred

**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 stand; walk; use hands to finger, handle, or feel; reach with hands and arms and talk or hear. The employee is frequently required to sit; climb or balance; stoop, kneel, crouch, or crawl and taste or smell. The employee must regularly lift and /or move up to 10 pounds, frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision and peripheral vision.

**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 occasionally exposed to wet and/or humid conditions and fumes or airborne particles. 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:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**,**