



Phoenix Alternatives, Inc.

Providing persons with developmental disabilities the resources they need to achieve success and build connections in the community.

Title: Licensed Practical Nurse (LPN)

Supervisor: Director of Program Services (DPS)

Position Purpose: To provide nursing support and monitor medical situations as they arise at all PAI sites. Make recommendations as to a proper plan of care in conjunction with the Director of Program Services, Nurse Consultant and Designated Coordinators. To provide assistance to consumers in meeting their medical needs, programs outcomes, and personal care needs at Linden Ave.

Essential job functions noted below. (*)

Job Responsibilities:

Nursing Duties

- * Completes monthly Medication Administration Records (MAR's) in conjunction with the Consulting RN.
- * Informs residential providers of medication and supply needs in conjunction with Instructors.
- * Monitors and maintains medical equipment, supplies.
- * Monitors and oversees that the policies, procedures and protocols for medication handling are upheld.
- * Develops and provides training to staff as needed.
- * Stays current with all consumer medical procedures and protocols.
- * Responds effectively to emergencies by following PAI policies, procedures and consumer information.
- * Coordinates needed medical procedures.
- * Monitors certified medication passers to ensure competence.
- * Acts as a medication passer as needed.
- * Completes medical and personal cares/procedures as needed at Linden Ave.
- * Provides off site support as designated by the DPS.
- * Coordinates daily medical communications with homes and Instructors.
- * Sets up procedures/systems for new consumers in conjunction with the Designated Coordinator.

Service Delivery

- * Communicates with consumers in a respectful and age appropriate manner.
- * Follows consumer outcomes, and protocols with respect, quality and privacy.

- * Ensures rights and privacy of consumers.
- * Establishes and maintains professional interactions with all team members and all others in the ID team.
- * Keeps supervisors informed of all issues and concerns.
- * Contributes positive ideas, suggestions and solutions at meetings.

Safety

- * Tracks and keeps data on consumer incidents, seizures, minor injury and illness reports for the Safety Committee at Linden Ave.
- * Ensures safety of medication passing per PAI policies, protocols and standard nursing practices.
- * Ensures follow through of doctor's orders.
- * Follows PAI stretching procedures, lifting and transfer techniques.
- * Adheres to and teaches effective infection control techniques.

Job Related Proficiencies

- * Supports supervisor's role.
- * Takes initiative to help others and demonstrates flexibility.
- * Through effective time management skills, ensures consumer needs are met.
- * Accurately follows time clock procedures and working schedule.

General

- * **Follows all P.A.I. values, policies and procedures, licensing rules, related regulations and the Employee Handbook.**
- * **Follows designated work schedule.**
- * **Documents in-service training and turns in when requested.**
- * **Leads/participates in committees as requested.**
- * **Assumes additional responsibilities as requested.**
- * **Follows established data privacy laws relating to all consumer and employee information.**
- * **Meets the following physical requirements of the position (52-80 hour employees).**

Performs heavy lifting (between 50-80 lbs)	18-25% of the time
Performs light lifting (less than 50 lbs usually around 5 lbs)	18-25% of the time
Push/Pull persons who weigh between 100-150 lbs in wheelchairs	12-16% of the time
Standing	18-22% of the time
Performing other duties sitting and occasional movement	25% of the time

Note: reaching and squatting are involved throughout each and every day. The above physical requirements are averages. Actual physical activity may vary from day to day.

Qualifications and Conditions of Employment

- A. Minimum: Current LPN license.
- B. Desirable: Current LPN license and experience working with persons with developmental disabilities, preferably in a DT & H.
- C. Must pass a DHS Background study and maintain clearance to provide direct contact services.
- D. Current certification in C. P. R.
- E. Must have car, current drivers' license, and proof of insurance.

Note: This job description is subject to change at the sole discretion of PAI.

I have reviewed and fully understand the job duties and qualifications above. I also understand that my signature does not imply a contract with Phoenix Alternatives, Inc.

Licensed Practical Nurse

Date

"AN EQUAL OPPORTUNITY EMPLOYER"

Revised 12-03, 11/07 7/09
Linden Shared file