

Residential Support Services

LICENSED PRACTICAL NURSE

DEPARTMENT: Nursing

SUPERVISOR: Medical Coordinator and/or Executive Director

MISSION STATEMENT: advocate for the quality and choices of life in a home environment for adults with a developmental disability resulting in self advocacy and independence in the least restrictive setting.

DUTIES AND RESPONSIBILITIES: Under the supervision of the Medical coordinator, render nursing care to resident: observe and report symptoms and conditions: take and accurately record temperature, respiration, pulse, and blood pressure: assist in the administering of medications and record reactions: maintain records reflecting the residents' condition: bathe and assist with meals: provide opportunities and training that leads to increased independence of the resident.

The person holding this position is delegated the responsibility for carrying out the assigned duties and responsibilities in accordance with current existing federal and state regulations and established company policies and procedures.

FUNCTIONS:

1. Provide nursing care in accordance with Residential Support Services policies and procedures.
2. Promote inter- and intra- departmental relationships.
3. Prepare and administer medications according to procedure and be aware of pharmacologic and therapeutic effect.
4. Record nursing information on resident's medication and treatment records.
5. Observe, report, and record resident reaction to drugs, tests, treatments, and therapeutic measures.
6. Participate in professional staff development program.
7. Participate in formal and informal staff development in-service programs.
8. Inform Medical Coordinator of activities and condition of resident.
9. Assume responsibility for resident assigned to his/ her care.
10. Report incidents of suspected resident abuse/neglect or exploitation as mandated by the State of Montana Adult Protective Services and Residential Support Services policy.
11. Perform related duties as assigned or as the situation dictates.
12. Participates in resident programming following the PSP, written programs and documentation processes, to include behavioral intervention plans and proactive and reactive strategies.

Risk Exposure Categories:

- X 1= Tasks may involve exposure to blood/ body fluids.
 2= Tasks do not involve contact with blood/ body fluids but
 could result in performing a Category 1 Task.
 3= Tasks do not involve any risk of exposure to blood/ body fluids.

WORKING BEHAVIORS:

1. Adhere to and carry out all policies and procedures, including but not limited to:
 - a. Report on-the-job injuries to the supervisor immediately of the accident occurring on the shift.
 - b. Report instances of harassment following the procedures outlined in your employee handbook.
 - c. Follow the drug and alcohol policy set forth in your employee handbook.
 - d. Arrive to work dressed according to the dress code. Good personal hygiene is also expected.
 - e. Arrive to work on time and as scheduled as set forth in your employee handbook.
 - f. Report any suspected resident abuse/neglect or exploitation according to RSS policy.
2. Establish and maintain constructive working relationships with coworkers, residents, families and visitors.
3. Maintain confidentiality of verbal and written information pertaining to residents, RSS operations and personnel.
4. Promote Residential Support Services in a positive way.
5. Promote teamwork in providing services to residents.

PHYSICAL REQUIREMENTS

These are physical and mental requirements of the position as it is typically performed. Inability to meet one or more of these physical or mental requirements will not automatically disqualify a candidate or employee from position. Upon request for a reasonable accommodation, the company may be able to adjust or excuse one or more of these requirements, depending on the requirement, the essential functions to which it relates, and the proposed accommodation.

	Rarely (0-12%)	Occasionally (12-33%)	Frequently (34-66%)	Regularly (67-100%)
Standing/walking				X
Sitting			X	
Lifting/Carrying 20-50 lbs		X		
Pushing/ Pulling 20-50 lbs	X		X	
Climbing/ Balancing		X		
Stooping		X		
Squatting		X		
Kneeling		X		
Reaching			X	
Hearing/ Listening: may be able to hear well enough to communicate with coworkers and residents.				X
Fingering/Grasping/ Feeling: dexterity necessary to handle and manipulate equipment and supplies/medications				X
Seeing: must be able to read reports, MARs, instructions, and observe residents.				X
Animals/plants		X		

MENTAL/ REASONING REQUIREMENTS

Reading Simple Writing-Complex Analysis/ Comprehension
 Reading Complex Clerical Judgment/ Decision Making
 Writing- Simple Basic Math Skills

WORK AREA AND ENVIRONMENT

Group home setting, med room, supply area, resident's room, office, and other areas in the home.

QUALIFICATIONS

License/ Registration: Board of Examiners of Practical/ Vocational Nurses

CONTINUING EDUCATION: As required

EDUCATION: Successfully complete the prescribed licensed- training program required for Licensed Practical Nurse

EXPERIENCE: At least one year licensed nursing experience preferred, 3 to 4 years of experience working with the people, 1 to 2 years working with people with Developmental Disabilities, preferred.

JOB KNOWLEDGE: Nursing policies and procedures; administration of medication, federal and state laws and regulations relating to resident care, facility policies.

STANDARDS: Professional standards and the code of ethics must be adhered to at all times.

PROFESSIONAL MEMBERSHIPS: Recommended and encouraged.

OTHER: Cooperative, willing to work, courteous.

STANDARDS:

1. Residents always come first, and their needs will be met unless there is a conflict with the needs of others or the organization as a whole.
2. Residents, resident families, co-workers and visitors will be treated with respect, dignity and kindness.
3. Every employee is responsible for ensuring the complete satisfaction of each resident in the terms of quality of care, courtesy and professionalism of service, and the accuracy and efficiency of the reporting systems.
4. Employee behavior will consistently be in a manner that demonstrates both employee's and the company's commitment to the ethical, honest and above-board approach in all dealings with employees, customers, suppliers and the community. How you conduct yourself at work influences the perception of the business and reputation as a health care provider.

