



A & J Residential Services, LLC

Job description

LPN (Licensed Practical Nurse)

Role:

Responsible for fulfilling the medical needs of patients. The daily tasks and duties as LPN will include the following:

- Provide nursing care to the client while maintaining the client's dignity and independence at their home.
- Execute Physicians ordered the Plan of Care for medication administration and treatment under the supervision of RN.
- Ensure infection control policies are maintained at all times, reports possible communicable diseases or infections, and ensures the overall implementation and practice of infection control procedures are implemented
- Maintain all medical equipment for appropriate usage with hygiene and report faulty equipment for repair.
- Helping clients to attend to all doctor's appointments and health checkups.
- Supervise and coordinate the activities & ensure a high degree of quality care is maintained.
- Monitor, document, and report any changes in the general client's health and conditions of the client to the assigned RN manager. Maintain daily documentation of service and submit weekly reports.



A & J Residential Services, LLC

Must have knowledge of mental illness and intellectual disabilities individuals. Must be able to distinguish between the two to ensure accurate services are provided.

Signed Disclosure Statement

Knowledge of Medicaid Waiver Program

Ability to Communicate Effectively

Progress Notes Documentation

Essential Functions:

Agency and Regulatory Requirements:

Fiscal Policies and Procedures

Policy and Procedure Manual

Individual's Rights

Developing & Approving Assessments

Licensure Requirements Medicaid

OSHA

Individual Support Services/Implementation:

Medication Administration

Personal Care

Physician Appointments

Scheduling Physician Appointments

Transporting

Leisure Activities



A & J Residential Services, LLC

Financial Supports

Training, support and assistance to individuals in the community

Activities of Daily Living

Accessing Community

Lifting and Transferring

Maintain Individual Records

Communication and Interpersonal Skills:

Relationships with Families

Rapport Co-Workers

Leadership to Relief Staff

Community interactions/contact with the public

Cooperative Attitude

Family Meetings

Documentation:

Calculate Data

Daily Log

Monthly/Quarterly Reports

Service Delivery Verification

Data Collection

Progress Notes



A & J Residential Services, LLC

Added Responsibilities:

Observance of Work Schedule

Attendance

Punctuality

Flexibility

Education/Training:

CPR /First Aid - Every 2 Years

TOVA - Annually

Individual Rights - Annually

Blood Borne Pathogens - Annually

TB Training & Screening - Annually

Computer Training

Population Specific Training

Professional Development Training

Medication Assistance Training

Home & Community Based Services

Reporting to supervisor of all issues involving the Program

Other duties as assigned



A & J Residential Services, LLC

Print Name _____

Signature _____

Date _____

Program Director _____

Date _____