

Happy Valley Day Facility

Licensed Practical Nurse (LPN) Job Description

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| Job Title: | LPN |
| Supervised by: | Lucretius D. Stephens/ Director |
| Job Summary: | To work in partnership with staff participants families and or caregivers in order to help the individual to live healthy and independent lives while respecting their rights and dignity. |
| Work Schedule: | Monday-Friday 9:00AM to 4:00PM |
| Wages for this position: | To be determined |
| Total Hours Weekly: | Varies |
| Benefits: | To be determined |

Qualifications:

- 18 years or older
- Must present a two or four year degree in nursing from the Georgia Board of Nursing approved nursing education program.
- Licensed by the Georgia Board of Nursing
- Must have at least 1 year of experience in behavioral healthcare to supervise CPRP, CPS, or PP staff.
- CPR/First Aid
- Health Examination with a signed statement from physician or nurse practitioner.
- Criminal Records Check (NCIC)
- TB test clearance
- Provide any licenses, certification and training documents.
- Meet transportation requirements if transporting participant. (MVR past 7 years, Class C license).

Duties/Responsibilities:

- Works under the direction of a registered nurse
- Must provide services supports care and treatment to individuals as required
- Promote good health and hygiene
- Assist in administering medication
- Conduct staff education classes.
- Review and sign required paperwork in the individuals chart
- Must complete chart review quarterly
- Must review incident reports as needed
- Focus on the overall care of participants

Competency:

- Must be able to perform job duties with knowledge skill and experience needed to service and support Developmental Disable (DD) and Mentally Retarded (MR) participants.

- Suitable to handle all aspects of adult day care and Developmental Disable (DD) Mentally Retarded (MR) individuals.

Working Conditions:

- The employee will work in the agency but may need to provide services in other settings such as community outings, social activities, stores, church etc.

Reliability:

- If the employee is going to be late or absent, a phone call is expected with notice. The employee is expected to use time wisely so the service is done in allotted time.

End of Service:

- The employee agrees to give at least a two-week notice prior to resigning from this position

This job description is subject to review or revision on an annual basis or when a change in job duties is required.

I have received a copy of the job description for my records
I have read the entire job description and understand my responsibilities.
I understand that this constitutes an agreement between *Happy Valley Day Facility* and myself, and does not guarantee employment.

Signature of Employee

Date

Signature of Employer

Date