|  |  |
| --- | --- |
| **Community:** | Garden Spot Village |
| **Department:** | Meadow View Personal Care |
| **Reports to:** | Personal Care --> Meadow View Clinical Care Coordinator --> Director of Meadow View |
|  |  |
| **Overview:** | This position is responsible for the care of Meadow View residents through direct and indirect activities of daily living, and also responsible to provide training, oversight and supervision to the Resident Assistants and Med Techs in Meadow View. The LPN Supervisor guides residents as they develop a culture of home within each Household, encouraging residents’ resilience, to thrive in the face of significant life challenges. |
|  |  |

**Essential Functions**

* Complies with established policies and procedures and maintains established standards and practices including the Compliance Program/Code of Conduct.
* Follows Residents’ Rights policies at all times.
* Assists residents with resilient living. This may include personal laundry, normalcy of living, and reminders of various activities within the households and on Town Square.
* Performs daily rounds on Meadow View units to ensure that policies are being followed and residents are being cared for properly.
* Assists with resident admissions, transfers, discharges and deaths.
* Answers all incoming calls in a timely and courteous fashion.
* Attends department meetings, staff meetings and training programs.
* Participates in monthly fire drill procedures and assists in prompt evacuation of residents.
* Treats all information about clients, their condition, and family as confidential.
* Ensures residents’ privacy, respect, dignity and rights are protected as per State and Federal Regulations.
* Maintains a positive attitude as well as standards of good nursing practice.
* Ensures residents are receiving medication as prescribed by a physician.
* Ensures accurate documentation of all medical records and reporting forms.
* Prepares all paperwork necessary for all appointments, including the completion of any changes that may have occurred as a result of the visit.
* Ensures staff is compliant with documentation requirements including but not limited to MAR's, ADL flow sheets and clinical record documentation; receives and processes physician orders including faxed and written orders.
* Ensures that the facility operates in compliance with Department of Health Services (DHS) Regulations.
* Oversees all medication changes and medication passes to ensure staff compliance in addition to compliance with State regulations.
* Performs medication passes on the occasion or as needed and covers shifts when needed.
* Assists residents in the transition from Personal Care to Skilled Care.
* Reviews and make changes as needed to monthly orders.

**Essential Functions (Cont.)**

* Performs Med Tech, Resident Assistant, Resilient Living Aides and Homemaker functions as needed.
* Informs Clinical Care Coordinator of Meadow View Personal Care of residents’ changing conditions as well as other pertinent happenings on the unit.
* Assesses supply and equipment needs for the department and oversees that units are adequately stocked and maintained; ensures that staff is properly charging residents for supplies used and additional services provided.
* Comes to work as scheduled and consistently demonstrates dependability and punctuality.
* Keeps knowledge base current by continued education, including VDT (Virtual Dementia Tour) and continued dementia training.
* Performs other duties and responsibilities as assigned.

**Secondary Functions**

* Accompanies residents to and from the dining room, activity center, and other activities.
* Assists with activities, ADL’s and meal times with residents as per departmental policy.

**Job Qualifications**

* Graduate of an accredited school of nursing.
* Licensed Practical Nurse with current Pennsylvania State License.
* Minimum of two (preferably five) years of nursing experience, supervision, as well as clinical experience or education in areas such as restorative nursing, dementia care, personal care or long-term care.
* Current CPR certification (or willingness to obtain after hire).
* Possesses a good working knowledge of all departments and a willingness to cross train.
* Must be able to work in a multi-task environment.
* Must demonstrate effective customer service skills.
* Ability to maintain a positive attitude in stressful situations.
* Must have knowledge of or willing to learn DHS Regulations.

**Equipment to be Used**

* Must be familiar with the use of the Mechanical Lift, computer systems and programs to include; iN2l, activity and resilient living technology, and remote patient monitoring system.
* Must possess knowledge of computers and EMar system, or willingness to be trained upon hire.
* Familiarity with other includes fax, telephone, copier, security and fire systems; oxygen concentrators, wheelchairs, electronic thermometers, scales, sphygmomanometers, stethoscopes, pulse oximeter and glucometer.

**Working Conditions**

* Must find replacement staff for call offs.
* Is subject to work during emergency conditions (e.g., short-staffing, severe weather, evacuation, post-disaster, etc.).
* Is scheduled every other weekend and holidays, with flexibility for other shifts.
* Solely responsible for his/her work schedule **and** finding coverage if unable to work an assigned shift.
* Must understand the needs of the residents.
* Subject to work during emergency conditions (e.g., short staffing, severe weather, evacuation, post-disaster, etc.).
* May need to respond to after hour calls and work needs in order to meet the best interests of Meadow View residents.
* Opportunities will be presented where s/he will be able to utilize dementia training to assist residents with behavior situations.
* Is subject to exposure to infectious waste, disease, including Influenza, TB, HIV, Hepatitis B & C viruses, and Corona viruses.

This job description does not constitute a contract for employment.

I have read, understand, and will comply with this job description.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Team Member Name (Please Print)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Team Member Signature Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Department Supervisor Signature Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Human Resources Director Signature Date