

Job Description

Position Title: Licensed Practical Nurse, Team Leader

Department: Healthcare

Reports To: Healthcare Director

Organizations Mission, Vision, and Values

Our purpose is to provide an affordable home with assisted living services allowing older adults to live in a safe, caring, and supportive environment while maintaining their dignity, independence and purpose. We strive to be a person-centered organization based on resident self-determination. Accordingly, the primary purpose of your job is to promote the health and well-being of all individuals living in the community and treat it as their home. It is essential that you have a genuine interest in being a contributing member of a team that cares for and works with older adults. A critical function associated with your position is the daily enactment of person-centered care values by treating everyone with dignity, respect, courtesy, compassion and care.

Position Summary:

The Licensed Practical Nurse, Team Leader, plays a key role as a member of the comprehensive interdisciplinary healthcare team that works closely with individuals, families, and others. Your primary objective is to provide person-centered care to, advocate for, individuals living in the community to the full extent of your training. The Licensed Practical Nurse, Team Leader, provides medical and physical care to residents, as ordered by the physician, to meet their daily needs and enable them to attain their highest practical level of wellbeing-physically, psychologically and socially. The Licensed Practical Nurse works with the Health Care Director and interdisciplinary team members; directs and develops staff; provides physical and psychological support for residents, friends, and families; and facilitates meaningful activities which are of interest to the individuals living in the care community. Services are provided in accordance with the individual's assessment, personal preferences, care plan goals, and as directed by your Supervisor within the guidelines of established policies, procedures, and practices.

Key Duties and Responsibilities:

Leadership

- Act as direct line supervisor to care partners, assure work is accurate and complete, ensure continuity of care, and adjust and assign duties to care partners according to the needs of the individual residents and the team members' abilities.
- Accurately and safely assist our residents with their activity of daily living as per service plan and provide person-centered care by carrying out duties under the supervision of the Healthcare Director.
- Accurately and safely prepare, administrate and document the administration of all appropriate, physician-ordered medications under the leadership of the Healthcare Director, in accordance with federal and state regulations, and professional standards while honoring the individual's preferences.

Psychosocial Support

- Support team members in planning and organizing social activities for individuals and/ or groups, making any necessary arrangements to assure success of the activity.
- Observe and recognize that behavior is communication for those who cannot communicate properly.
- Encourage individual involvement in the activities of the community.

Individualized Care

- Coordinate and complete all nursing care duties as assigned including consulting physicians with clinical concerns; maintaining accurate, timely documentation of physician orders, instituting new treatments and medication as ordered, informing physicians and individuals living in the community of results of any lab or other testing.
- Continually evaluate nursing care of each individual living in the community.
- Maintain awareness of advances in medicine, nursing technology and equipment in order to provide the highest level of quality of care.
- Ensure the adherence to the community policies and procedures governing the administration of medications.
- Monitors use of psychotropic medications use per policy and procedures.
- Effectively communicate information about care in a way which individuals, their families, nursing staff, and other members of the interdisciplinary team understand.
- Support individuals to be as independent as possible with self-care and provide care as per service plan for those unable to care for their own needs, including bathing, dressing, toileting, eating, ambulation, escort, etc.
- Supervise all individual's personal care needs, including but not limited to grooming, hygiene, nourishment, hydration, and mobility in a manner that keeps individuals safe and free from injury.
- Answer all requests for assistance promptly and observe and report individuals who are unable to call for help independently.
- Supervise meal time activities in a manner that honors resident preferences and needs.
- Ensure comfort and freedom from injury.
- Encourage the residents to engage in the activities in which they are interested.
- Consult all individuals about their preferences for continence care and ensure supplies are use appropriately.
- Offer and provide preferred snacks between meals and bedtime snacks, and check rooms for remaining food articles (i.e., food in proper container, unauthorized food items, etc.).
- Demonstrate commitment to improving quality of care by attending seminars, reading professional publications, and participating in professional organizations.
- Follow all community policies and procedures, as well as standards of medication care aide practice in the assistance of self-administration of medications.
- Maintain inventory of the supplies needed in the department.
- Complete all Licensed Practical Nurse, Team Leader, duties as assigned, including reporting the presence of any problems with the individual wellbeing.
- Complete clinical nursing duties as per physician orders following appropriate nursing regulation.

- Perform assigned tasks in accordance with department procedures to the extent of your training and certification.

Collaboration

- Maintain an open communication with all members of the multi-disciplinary team to ensure that individual's preferences are honored.
- Collaborate with hospitals and discharge planner to ensure individual's preference are honored.
- Actively participate in inspections made by authorized government.
- Participate in events and activities of the organization.

Documentation

- Assist in developing and updating nursing policies and procedures.
- Promptly report when an individual is involved in an incident and complete all necessary documentation.
- Chart notes in an informative and descriptive manner that reflect the care provided to the individual, as well as the individual's response to care as required and in accordance with established charting and documentation policies and procedures.
- Notice and document physical and emotional changes and inform appropriate members of the healthcare team.
- Monitor and oversee documentation for day to day progress of continence, infection and skin integrity records.
- Report when an individual is involved in an incident and complete proper documentation.
- Make written and oral reports/recommendations to the interdisciplinary team concerning the individual's wellbeing.
- Observe individuals closely, identifying needs and conditions at first indication, and report immediately to team leader.
- Receive and document complaints and grievance as per company's grievance procedure.

Education / Improvement

- Graduation from an accredited school of nursing – LPN License
- Remain current with mandatory trainings
- Person Centered Care Training
- Knowledge of State and Federal regulations/guidelines affecting Assisted Living Communities.

Employment Requirements:

- Bilingual English & Spanish (verbal and written)
- Computer Skills
- Leadership and Decision-Making Skills
- Creative Skills
- Up to date In-services

Team members assuming this position are expected to adhere to and advance the vision, mission, values and principles of this community. Job description is subject to annual review and updated as necessary.

Management reserves the right to change job responsibilities, duties and hours as needs prevail. This document is for management communication only and not intended to imply a written or implied contract of employment.

I _____ have read the above job description, possess the required skills, and fully understand the essential functions and conditions set forth therein regarding the job of LPN Team Leader at Residential Plaza at Blue Lagoon. I agree to perform these duties to the best of my ability.

Signature

Date

This job description has been approved by all levels of management:

Supervisor: _____

Date: _____

HR: _____

Date: _____