

MACON RESOURCES, INC.
JOB DESCRIPTION

Licensed Practical Nurse (LPN)

JOB TITLE

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| <u>PRN</u> | <u>Non-Exempt</u> |
| CLASSIFICATION | CATEGORY |

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|----------------------|-------------|------|-------|
| EMPLOYEE'S SIGNATURE | DATE SIGNED | ID # | DEPT. |
|----------------------|-------------|------|-------|

GENERAL DESCRIPTION

Under general supervision of the Director of Community Living Services, the Licensed Practical Nurse (L.P.N.) assesses the nursing and medical needs of individuals served in the adult day/vocational programs at Macon Resources, Inc. (MRI); provides emergency medical care; administers medications; practices rehabilitation and restorative nursing procedures; and training to other staff members, individuals served and caregivers.

ESSENTIAL JOB RESPONSIBILITIES

1. Administers emergency medical care and/or first aid and medications as indicated to individuals served in Day/Vocational programs, responds to requests to assess individuals' medical needs.
2. Administers rehabilitation and restorative nursing procedures as indicated by individual need and as directed by the Director of Community Living Services
3. Maintains medical files on all individuals receiving medications at day program; including PRN's by documenting appropriately in the medication log.
4. Documents services rendered and the status of the individual as required via the first-aid log, nursing notes, or Accident/Incident Report, or chronological notes and in accordance with standard medical documentation practice; distributes to appropriate staff in a timely manner.
5. Maintains an adequate quantity of medical supplies to be used for first aid and emergency situations. Inventories, orders supplies, and replenishes first aid kits used within the agency.
6. In absence of the RN's takes phone calls from doctors, pharmacies, labs, etc., and follows up appropriately.
7. Provides First Aid/CPR training for staff and caregivers as indicated by supervisor.
8. Intervenes in crisis situations as necessary to prevent physical or emotional injury to individuals served or others.
9. Assumes the responsibility to attend and complete the initial MRI training requirements (core training and job-specific training). On an ongoing basis, attends and participates in any required recertification or refresher sessions and/or other training deemed appropriate by the super-visor and/or the Program/Department Director within specified time frames.
10. Participates in agency in-service training sessions as assigned by the supervisor and/or Program/Department Director and/or on a voluntary basis to enhance one's knowledge and skills.
11. Administer standard First Aid and CPR procedures on an as-needed basis, while maintaining current certification for both.

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12. Monitors the nursing and first aid areas to assure that basic housekeeping and sanitation procedures are performed on a daily basis.
13. Communicates, retains, and releases information (both written and verbal) on a need-to-know basis and in accordance with the Mental Health and Developmental Disabilities Confidentiality Act and Macon Resources, Inc. Policies and Procedures.
14. Practices and enforces MRI Safety Policies and Procedures and assures the safety of staff, persons/families served, agency guests, and agency property.
15. Keeps supervisor informed verbally and in writing of problems and activities within assigned area of responsibility; refers matters beyond the limit of authority and expertise to the supervisor for direction.
16. performs special projects or other related work within the scope of the job responsibilities of this position as required or requested.

NON-ESSENTIAL JOB RESPONSIBILITIES

None

SUPERVISORY RESPONSIBILITIES

None

JOB QUALIFICATIONS

1. Must have a current license to practice as a Licensed Practical Nurse in the State of Illinois.
2. One or more years work experience with individuals with developmental disabilities.
3. Must demonstrate accurate, efficient skills in medication administration and documentation.
4. Must have a thorough understanding of developmental disabilities, mental illness, active treatment, principles of normalization, inclusion, least restrictive environment, choice, integration, self-empowerment, and functional skill development.
5. Must be able to counsel, advise, teach, resolve conflicts, and direct staff and families.
6. Must be able to communicate effectively and diplomatically in both oral and written form and be able to meet and work with the public.
7. Must be able to adapt to frequent change and performs adequately when confronted with critical or unexpected issues; make sound clinical judgments based on sound reasoning in daily and emergency situations.
8. Must demonstrate the ability to learn and maintain adequate usage of 100 basic manual communication signs.
9. Must have reliable transportation to conduct agency business and/or to transport individuals served as needed; must maintain a valid Illinois Drivers License and a good Motor Vehicle Record; and must maintain personal auto insurance with minimum coverage of Bodily Injury-Liability per Person of \$100,000 and Liability per Accident of \$300,000, Property Liability of \$100,000; Medical payments of \$5,000; and Uninsured/Underinsured Person of \$100,000 and Accident of \$300,000.

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10. Must be able to maintain payroll, financial, personnel, and information related to persons served as confidential and in accordance with the Mental Health and Developmental Disabilities Confidentiality Act and the Policies and Procedures of Macon Resources, Inc.
11. Must be able to adhere to the Safety Policies and Procedures of Macon Resources, Inc.
12. Must have or be able to obtain First Aid and CPR certification within 60 days of employment and maintain certification throughout employment.
13. Must be able to complete MRI training requirements.
14. Must be able to meet the following physical capabilities:
 - a. Lift and carry 50 to 85 pounds; able to assist in lifting and/or transferring an individual who is non-ambulatory from sitting to standing; standing to lying; and back to sitting from all positions.
 - b. Full range of mobility--push, pull, turn, stoop, kneel, reach, and bend.
 - c. Dependable vision, having visual acuity far and near and normal field of vision.
 - d. Remain on feet for a minimum of two hours at a time.
 - e. Adequate hearing.
15. Must have a means of notifying his/her supervisor if unable to report to work.