

Job Description – LPN/LVN

Place of Employment: Client homes, work sites outside of the client home as required and other work sites as required by Beck N Call Homecare LLC management.

Accountable to Beck N Call Homecare LLC Director, Administrator, Manager, Supervisor or Nurse-in-Charge.

Job Summary: The LPN/LVN is a front line position acting as a representative of Beck N Call Homecare LLC and providing the services offered by the company. The LPN/LVN duties are not limited to those listed as the position has a wide scope of duties at times dependent on the client and always under the auspices of the company. The LPN/LVN will mostly work independently of co-workers or supervisors and therefore must balance good judgement and initiative along with the policies of the company. It is the responsibility of a Licensed Practical Nurse/License Vocational Nurse, under the supervision of the RN Supervisor, Unit Manager, Assistant Director of Nursing, Director of Nursing and the Administrator, to perform routine treatments and services in the delivery of care to the residents, patients. An LPN/LVN must serve as a staff nurse, and at times as a charge nurse on the floor, and is responsible for the daily work assignments of the nursing assistants. An LPN/LVN will provide information for evaluation of nursing assistants concerning performance appraisals and in educating and listening to family and residents concerns.

It should be noted that emphasis is for the LPN to involve the client in the care program to help provide the client with the basic standards of healthy living as follows:

- Physical Activity
- Mental Stimulation
- Personal Contact
- Nutrition
- Relaxation
- Humour

Work Hours: This position may require various shifts at various times (including nights, weekends, and sleep-over) in one or more work sites.

Duties: The following list of duties is a guideline of possible duties to be performed independently or as a group of duties in the course of working with the client. The LPN/LVN duties are not limited to those listed.

1. Prepares and administers medications and treatments with knowledge of purpose and adverse effects of nursing care provided.
2. Completes all documentation for observation, planning, and evaluation of care provided to residents, including orders by physicians.
3. Functions in monitoring capacity as assigned for completion of resident's care, employee guidance and discipline.
4. Maintains open lines of communication between nursing shifts, as well as other departments, supervisor, physicians, and families of residents.
5. Acts on residents behalf to assure patient rights and to prevent resident abuse.
6. Acts on first aid knowledge in emergencies.
7. Is aware of safety issues, accomplishing responsibilities in a safe manner, re-enforces good safety practices displayed by other staff members.
8. Is able to maintain confidentiality of information.
9. Works as a team member.
10. Is able to perform the following physical activities: Kneeling, Stooping, Standing, Reaching, Pulling/pushing, Walking, Grasping, Moving fingers, Hearing, Talking, Sitting, Repetitive motions.

Qualifications:

1. Current certificate in standard first aid and CPR.
2. Current LPN or LVN license in this state, or permit to practice.
3. Valid driver's licence and reliable transportation
4. Ability to work independently.
5. Excellent communication and listening skills.
6. Compassionate, patient and caring nature.
7. Able to work in a stressful environment.
8. Must be physically and mentally fit to handle the demands of care giving.

General Notes:

The LPN/LVN will be required to maintain a safe working environment for themselves and their clients. There may be emergency situations where the LPN/LVN will have to react quickly with sound judgement. The scope of duties described in this document may not include all duties to be performed by the LPN/LVN and is subject to change.

Manager or Supervisor's Signature

Employee's Signature

Date

Date