

**ASSISI HEIGHTS
POSITION DESCRIPTION**

DEPARTMENT: Healthcare Center

POSITION: Licensed Practical Nurse

GENERAL SUMMARY

The Licensed Practical Nurse (LPN) provides skilled nursing care within the defined care delivery system and scope of practice for an LPN. Behavior will reflect the Mission of the Sisters of St. Francis to ensure a homelike quality of life for the Sisters. Assure confidentiality at all times with issues relating to residents, guests and fellow employees.

ESSENTIAL FUNCTIONS

- Provides direct nursing care as outlined in the Sister’s individualized plan of care.
- Functions in the charge nurse role and facilitates the replacement of unscheduled absences.
- Administers medications and treatments as prescribed.
- Gathers data and assists in developing plans of care.
- Observes and reports results of care, changes in condition and documents data.
- Monitors care delivery of other staff members as assigned.
- Responds promptly to call signals and fulfills residents’ requests in a reasonable amount of time.
- Collaborates with team members to complete assignments.
- Maintains work related equipment.
- Assists in orienting and training new staff.
- Supports standards of nursing care through adherence to existing policies, procedures and the mission of the Healthcare Center (HCC).

OTHER FUNCTIONS

- Assumes responsibility for professional growth to maintain licensure.
- Performs other duties as assigned by Healthcare Managers or designee.

COMPETENCIES AND/OR SPECIAL REQUIREMENTS

- To perform the job successfully, an individual should demonstrate the following competencies:

Attendance/Punctuality	Teamwork	Dependability
Customer Service	Safety and Security	Motivation
Attention to Detail	Problem Solving	Efficiency
Friendliness	Confidentiality	Person Centered Living Philosophy

- Must pass a background investigation, including a criminal history investigation.

QUALIFICATIONS

- Current Minnesota LPN license.
- Minimum of three years’ experience in long term care preferred.
- Ability to read, write and communicate effectively.

(Qualifications- continued)

- Ability to work independently and collaboratively with all team members.
- Ability to organize and prioritize work load.
- Ability to maintain confidentiality.
- Ability to accept directions and carry out assignments.
- Knowledge and use of personal protective equipment (PPE).

WORKING CONDITIONS

- Standing, walking, bending, stooping, lifting, stretching, pushing, carrying, climbing, kneeling, grabbing, auditory and visual acuity, color discrimination and manual dexterity required on a daily basis.
- Frequently requires objects weighing up to 50 lbs. to be lifted, pushed, pulled and/or carried.
- Exposure to blood and other body fluids.
- Exposure to latex, plastic and other materials used for PPE.
- This position will entail weekend and shift work- days, evenings, nights.

ACCOUNTABILITY: Reports to Healthcare Manager

POSITION LEVEL: HCC-7

FLSA: Non-Exempt

DATE PREPARED: August 2012

DATE UPDATED: October 2012, March 2017, April 2021

SIGNATURES:

The above statements are intended to describe the general nature and level of work required of this position. This is not meant to be an exhaustive list of all responsibilities, duties and skills required.

Employee: _____ Date: _____

Manager: _____ Date: _____

Director or: _____ Date: _____

Congregational Leadership