ASSISI HEIGHTS
POSITION DESCRIPTION

DEPARTMENT: Healthcare Center **POSITION:** Licensed Practical Nurse

GENERAL SUMMARY

The Licensed Practical Nurse (LPN) provides comprehensive 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. Position supports aging in place philosophy and principles of person-centered care. Always assures confidentiality with issues relating to residents, guests and fellow employees.

ESSENTIAL FUNCTIONS

- Maintains practices that are consistent with the Philosophy, Mission, and Values of the Sisters of St. Francis
- Provides direct nursing care as outlined in the Sister's individualized plan of care
- Develops, updates, and evaluates the effectiveness of the Sister's plan of care and progress toward achievement of desired outcomes for Sisters in Healthcare areas of Assisi Heights
- May function in the charge nurse role and facilitates the replacement of unscheduled absences
- Administers medications and treatments as prescribed by a Sister's Provider
- Initiates and makes ongoing assessments of Sister's health care status maintaining accurate and confidential documentation
- Evaluates and supervises delivery of care under the direction of the Healthcare Managers and in compliance with current physician orders
- 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
- Promotes effective teamwork and team building
- 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

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
- Knowledge or experience with gerontology or long-term care experience preferred
- Basic Life Support (BLS) Certificate of course completion required or ability to acquire within first two months of employment. Assisi Heights will provide training if individual has not completed training or has expired certification. Certificates of course completion accepted from the following providers only: American Heart Association, Red Cross, or Military Training
- Ability to read, write and communicate effectively in English
- 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 CONDITIIONS

- 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
- Extended periods of standing, walking, and sitting may be required
- Lifting and positioning Sisters regularly, with assistance when needed
- 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 UPDATED: October 2012, March 2017, April 2021, August 2022, January 2025

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