

## JOB DESCRIPTION

### Home Care Licensed Practical Nurse (LPN)

#### Summary

Reporting directly to the Registered Nurse/RN Supervisor, the Licensed Practical Nurse (LPN) is responsible for providing routine care, observing patients' health, assisting registered nurses, and communicating instructions to patients regarding medication, home-based care, and preventative lifestyle changes. The LPN may provide direct supervision of the PCA/CNA's.

#### Duties & Responsibilities

Under the direct supervision of the RN/RN Supervisor, the LPN is responsible for

- Monitoring patients' overall health
- Monitoring and recording patient's vital signs
- Recording food and fluid intake and measuring output from urinary catheters
- Changing bandages, wound dressings, and catheters
- Setting up exercise programs for patients
- Verifying patients are taking the correct dosages of medications
- Administering injections and other medications
- Assisting with activities in daily functions which include daily dressing, bathing
- Providing proper wound care and applying or changing dressings or bandages
- Remaining on-call for patients who have healthcare emergencies
- Assist in developing and implementing the care/service plan for each client.
- Observing and reporting symptoms, reaction to treatments, drugs, and changes in the patient's physical or emotional condition
- Maintaining clinical and progress notes for each patient receiving care and providing progress reports to case manager/support coordinator
- Coordinating services for clients as needed to other agencies and health care providers as appropriate.
- Counseling the client and their family in meeting care and related needs
- Providing supervision of personal care and companion/sitter services and preparing written instructions for care provided by personal care aides
- Assisting the RN/RN Supervisor in decision making and policy formation as it pertains to the Home Care Program.
- Assisting the RN/RN Supervisor in providing/facilitating training for other staff on laws, regulations and company policies and procedures that govern their job assignments to ensure compliance.

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- Effecting changes in environment to ensure patient safety and security.
- Serving as the liaison between client, agency and physician.
- Other duties as assigned

### Qualifications

As a Home Care LPN, you must be dependable, professional, and energetic with a positive and empathetic personality. You will also need to have strong organizational, assessment, and problem solving abilities. It is also important that you display excellent communication and interpersonal skills as well as the ability to interact well with clients, families, physicians, and staff.

Specific qualifications for the Home Care LPN position include:

- Valid and current LPN license in the state of Georgia
- First Aide/CPR certified
- 1-3 years of LPN experience; home care experience, preferred
- Experience in home health care field, a plus
- Solid supervisory skills
- Excellent communication skills, flexible and able to interact positively with the rest of the staff.
- Strong sense of initiative and urgency in addressing unexpected client crises
- Self-directed, able to work without presence of immediate supervisor
- Commitment to regulatory compliance and to submitting all documentation in a timely fashion
- Demonstrated knowledge regarding exposure to body fluids and chemicals, as well as to some hazardous equipment
- Ability to pass a background screen
- Ability to travel as required. Current valid driver's license, automobile insurance and clear MVR.
- Possess excellent computer skills
- Physical abilities to adequately perform described duties
- Strong familiarity with HFR Private Home Care regulations/guidelines and State Medicaid Waiver Programs, specifically, NOW/Comp, CCSP, Source, ICWP.
- Ability to effectively ask for and present information and to respond to questions from case managers/support coordinators, AAA staff, physicians, referral sources, customers, caregivers, agency employees and the general public.

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#### Physical Requirements and Working Conditions:

- **Mental Demands:** Job involves performing tasks under the direction of a RN/RN Supervisor. Work requires adherence to various rules and regulations of various governmental and accreditation oversight agencies, involving a high degree of accuracy in observing, monitoring, recording and reporting data.
- **Physical Demands:** While performing the duties of this job, the employee is regularly required to sit, talk, hear, and use hands to finger, handle, or feel. The employee frequently is required to reach with hands and arms. The employee is occasionally required to stand, walk, stoop, kneel, crouch, or crawl, and taste or smell. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision and depth perception.
- **Working Environment:** The employee is occasionally exposed to toxic or caustic chemicals and outside weather conditions. The noise level in the work environment is usually moderate. Some exposure to various disagreeable physical conditions (clients' homes).
- **Contacts:** Good communication skills required with clients, families, subordinate staff, superiors, professionals (i.e., physicians, government workers, etc) and other employees.

#### ACKNOWLEDGEMENT

I have carefully read and understand the contents of this job description. I understand the responsibilities, requirements and duties expected of me. I understand that this is not necessarily an exhaustive list of responsibilities, skills, duties, requirements, efforts or working conditions associated with the job. While this list is intended to be an accurate reflection of the current job, the Administrator/Director reserves the right to revise the function and duties of the job or to require that additional or different tasks be performed as directed by the Administrator/Director. I understand that I may be required to work overtime or different hours outside the normally defined workday or work week. I also understand that this job description does not constitute a contract of employment or alter my status as an at-will or contracted employee. I have the right to terminate my employment at any time and for any reason, and the employer has a similar right.

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Employee's Printed Name

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor's Signature

\_\_\_\_\_  
Date