**LPN (Licensed Practical Nurse)**

**Three Pillars Senior Living Communities**

410 N Main St. Dousman, WI 53118

**JOB DESCRIPTION**

Provides compassionate and holistic nursing care for the residents in accordance with their individual plan of care and following established policies and procedures and accepted Standards of Practice. Under the guidance of the Nurse Manager/supervisor and/or the registered nurse develops and delivers the clinical care of each resident. Supervises care delivered by the CNAs to assure quality of care is maintained. Demonstrates the mission of Three Pillars and upholds our customer service standards at all times.

**RESPONSIBILITIES**

**Resident Care**

* Safely administer medications and treatments as ordered by the physician and in accordance with accepted standards of practice and Three Pillars policies and procedures.
* Maintain timely, accurate written and electronic charts/documents/records as required by law, regulations and Three Pillars policies and procedures.
* Observe and record resident condition information. Report findings to and collaborate with RN to develop and implement plan of care for the resident.
* Communicate resident change of condition to appropriate persons. (Nurse manager/supervisor, RN, physician, family, clergy, hospice team, interdisciplinary team, etc.)
* Assist in the admission/readmission process as directed by the RN including observing and gathering of clinical data and development and implementation of the initial plan of care.
* Provide direct **resident focused** care as needed. Assist other staff members as needed.
* Obtain, transcribe and implement physician’s orders according to accepted standards of practice and Three Pillars policies and procedures.
* Under the guidance of the RN interpret the plan of care to the resident, resident families and members of the nursing team.
* Develop effective working relationships with medical staff, contract physicians and other services, always maintaining a professional stance and projecting a positive image of Three Pillars.
* Support and participate in all resident care programs (ie Bowel and Bladder, Skin Integrity, Pain, etc.) including following individual POCs, documentation, communication of observations, and offering of feedback/suggestions. Assure the CNAs are fulfilling their responsibilities in these program areas.
* Promote and protect the rights of each resident. Report any suspected violations immediately.

**Supervise Staff**

* Assure quality of care is maintained on assigned unit through constant observation of care delivery by CNAs.
* Provide coaching and re-education of staff as needed to improve/maintain quality of care.
* Assist in the evaluation process of CNAs through written and/or verbal communication of observations to the Nurse Manager/Supervisors.
* Assist in the initiation, follow through and documentation of disciplinary actions for CNAs.
* Actively manage conflicts between individuals and shifts as well as between nursing and other departments in a respectful manner, following the appropriate channels and working towards solutions.
* Identify and reward positive behavior and teamwork.
* Assist in maintaining the daily schedule, calling in replacement help for absent employees and adjusting assignments as needed. Act in whatever capacity needed in order to fulfill facility need.

**Safety**

* Follow all safety, security, infection control (including Standard Precautions) and hazardous materials policies and procedures. Perform all tasks to assure resident and personal safety and the protection of property.
* Be familiar with the operation and function of all equipment used in department. Demonstrate and reinforce proper use in accordance with established policies and procedures.
* Assure that all resident transfer directives are followed as found on the individualized POC. Provide follow up for all concerns identified.

# Respond to resident alarms and call lights promptly.

* Coordinate and assure completion of safety rounds at the beginning and end of each shift. Provide follow up on all safety concerns communicated.
* Monitor environment to assure it is safe, clean, orderly, and comfortable for the residents at all times. Report environmental safety hazards immediately.
* Respond in emergency situations to assure resident/staff/guest safety and security. This can include acting as “Person in Charge” as described in Three Pillars emergency policy and procedures.
* Promptly investigate, document and follow through on all resident incidents and injuries. Provide immediate intervention(s) and/or staff education to prevent similar occurrences.

**Other Responsibilities**

* Complete all training as required by position including monthly meetings, newsletters, in service programming, etc. Demonstrate carry over knowledge to the daily work environment.
* Assist with the orientation of new staff members, maintaining a positive attitude and projecting a positive image of the department and the organization.
* Achieve and maintain level of excellence through commitment to personal growth and ongoing professional development.
* Achieve satisfactory performance in all performance evaluation areas.
* Continually seek opportunities for Quality Improvement. Participate in Quality Assurance activities including audits, committee work, etc.
* Maintain an acceptable attendance record as outlined in the employee handbook.
* Maintains knowledge of and works within the standards/scope of practice and standards of conduct for an LPN as described in the Wisconsin Nurse Practice Act (N6) and the Rules of Conduct (N7).
* Act in a professional manner that is consistent with the rules of society, good customer service practices, and in accordance with the Three Pillars Standards of Conduct.
* Other duties as assigned by the supervisor.

**QUALIFICATIONS**

* Minimum education, certification and/or licensure: Licensed Practical Nurse in Wisconsin.
* Must have valid CPR certification.
* Experience in long term care preferred
* Basic computer knowledge helpful. Ability to learn and use computer applications as they apply to job duties.
* Walk or stand constantly, and able to squat, kneel, crouch, twist, sit and bend frequently.
* Able to frequently push/pull objects weighing 30 pounds and frequently lift objects up to 10 pounds and occasionally lift and move objects weighing up to 75 pounds.
* Able to consistently attend work as scheduled and in accordance with the no-fault absence guidelines.
* Visual acuity up to 100 feet.
* Hearing ability within the high decibel range and the normal range of a voice.
* Legible penmanship.
* Able to read, write, and verbally communicate in English to the proficiency level necessary to ensure quality of resident care and life.
* Able to maintain a positive attitude in a busy and sometimes stressful environment.
* Able to handle hostile or emotionally upset residents, staff, etc.

**BENEFITS FOR FULL TIME AND QUALIFYING PART TIME:**

* Health Insurance
* Dental Insurance
* Vision Plan
* Life Insurance
* Long-term Disability Insurance
* Short-term Disability Insurance
* Flexible Spending Accounts
* Employee Assistance Program
* Tuition Reimbursement
* Retirement Plan with employer match
* Paid Time Off (PTO)
* Wellness Programs
* Excellent Advancement Opportunities
* Scholarships
* Referral Bonuses
* Employee Emergency Loan
* Onsite Conveniences