

DAYSPRING JOB POSTING – February 4, 2020

DEPARTMENT: **Dayspring Assisted Living & Care Facility**, the Richland County Home

CLASSIFICATION: **Licensed Practical Nurse (LPN) — PRN**

Scheduled for 12 ½ hour shifts to cover vacations and call-offs when needed

Work when our needs meet your availability

COMPENSATION: **\$17.25/hour** base rate

plus 50¢/hour evening shift differential for hours between 6pm - 6am;

plus \$1.00/hour weekend bonus for Saturday and Sunday shifts

Part-time employees receive accrued paid Sick Leave, Scrubs/Uniform Allowance, Holiday Pay and Complimentary Meals

SUMMARY:

Under general supervision, provides professional nursing care and services to residents within the scope of nursing and under the direction and orders of a physician. Prepares and maintains accurate documentation of resident's care. Directs and monitors resident care attendants and other subordinate staff in providing health care to the residents.

Job description provides additional details (see attached).

EMPLOYMENT APPLICATION REQUIRED

Résumé may be submitted in addition to – *but not in place of* – application.



Applications may be obtained from and returned to:

Dayspring Assisted Living & Care Facility

3220 Olivesburg Road

Mansfield, OH 44903

419-774-5894

You may also download and print it from the Richland County Website:

www.richlandcountyoh.gov/document_center/Department/Central%20Services/Job%20Posting/Form_Application2012_Revised.pdf

APPLICATION DEADLINE: Applications will be accepted until position is filled

ABOUT DAYSPRING: A non-profit residential facility for economically disadvantaged citizens of Richland County, Dayspring is located on 226 acres, six miles north of Mansfield, Ohio. Many of its residents have some type of disability that prevents them from living independently. The facility has been providing care in Richland County for 175 years. The staff is dedicated to preserving the historic tradition of providing residents with an affordable living environment where their quality of life can be maintained in a secure and dignified manner.

All employees and applicants for employment will be recruited, hired, promoted, transferred, demoted, laid off, terminated, suspended, evaluated, or otherwise dealt with in a fair and equitable manner based solely upon merit, fitness and such bona fide occupational qualifications as each individual might possess. No personnel decision shall be based upon race, color, religion, sex, national origin, age, handicap, disability or other non-job related criteria.

RICHLAND COUNTY

Position Title: Licensed Practical Nurse
Immediate Supervisor: Director of Nursing
Department: Dayspring

General Description of Duties

Under general supervision, provides professional nursing care and services to residents within the scope of nursing and under the direction and orders of a physician. Prepares and maintains accurate documentation of resident's care. Directs and monitors resident care attendants and other subordinate staff in providing health care to the residents.

Specific Duties and Responsibilities

The list of essential functions, as outlined herein, is intended to be a representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

Nursing

- At the direction of a RN or others such as a physician; assesses, contributes to the plan of care, implements orders and care and evaluates the residents
- Monitors vital signs, blood sugars and other symptoms and reports to physician when necessary.
- Reports to physician resident's change of conditions and medical concerns, documenting reports, conversations and orders.
- Administers resident's medical care and treatments within the scope of nursing and under the direct orders of physicians
- Utilizes necessary equipment to perform professional nursing care.
- Performs treatments, injections, blood sugars, enemas, dressing changes, breathing treatments and other ordered procedures that are within your scope of nursing, to provide the necessary care for residents.
- Initiates appropriate emergency actions and measures when necessary to provide optimal care of residents.
- Administers prescribed medications to residents, according to physician orders and systematically by following medication administration guidelines.
- Communicates with resident's physician, clinics, hospitals, specialist, pharmacies and other related individuals or organizations to ensure proper treatment and care of residents is provided.
- Performs functions under the direction of an RN or physician
- Must provide care within the guidelines of the Health Privacy Act and confidentiality policies

Record Maintenance

- Receives residents' medical charts after medical appointments, validates all changes, transcribes orders where necessary, implements necessary steps to initiate orders including scheduling tests, ordering new medications from the pharmacy, procedures etc.
- Maintains on going documentation relative to resident's interactions, behaviors, general medical/psychiatric conditions including nurses' notes, physician's conferences and test reports, interdepartmental instructions, change of shift log, medication administration records.

- Upon a new resident admission contacts physician to obtain and initiates orders including ordering of medication from pharmacies, treatment, procedures and equipment to perform the physician orders for care.
- Documents, organizes and have prepared routine forms in nursing office for the delivery care.
- Maintains resident's appointment schedules.
- Meets all federal, state and local guidelines with regard to record keeping.
- Delivers all care and provides nursing care within the scope of nursing practice.
- Makes referral to other health care providers under the guidelines of a physician

Shift Nurse Duties

- Oversees that resident's needs are being met, consults with Dir. of Nursing and other health team members to offer suggestions so that adjustments can be made in the plan of care.
- Monitors Resident Care Attendants in their delivery of direct care to the resident in order to assure the residents ADL (Activities of Daily Living) are being achieved.
- Responsible for securing and maintaining established staffing replacements when an employee vacancy occurs due to call offs.
- Reports to administration employee or facility problems or corrective action that needs to be taken beyond the abilities of the supervisor.

Miscellaneous

- Provides assistance to resident's physicians during treatments or examinations of residents.
- When appropriate, interacts and reports to family members, information to keep them informed of a resident's condition.
- Assists with orientation of newly hired nurses, by mentoring and teaching them to learn the responsibilities and duties of the position.
- Transports residents to physician's appointments.
- Relays to physicians and other health care providers information regarding the resident's condition as necessary so an optimal plan of care can be provided.
- Understands the mission of Dayspring and works as a team member with coworkers for the purpose of providing care to the residents.
- Shares job duties and roles with visiting students of colleges.
- Assists with orientation of newly hired employees especially the sharing of job duties and nursing routines in the nursing office

Public Relations

- Understands the mission of Dayspring and can work as a team with staff members including the administration
- Promotes the facility in a positive manner within the agency and in the community
- Communicates with persons and staff in the facility and outside the facility in a friendly cooperative manner so that a positive impression is given
- Pleasant phone and people communication skills, friendly and compassionate
- Converses with residents in a pleasant respectful manner
- Always performs duties and addresses residents within the guidelines of the Resident's Right

Other Duties as Assigned

Minimum Training and Experience

Completion of and graduation from a state accredited professional nursing program, holder of a current Ohio Practical Nurse License including approval in Basic Pharmacology. Must be CPR/First Aid certified/AED trained and have a valid Ohio Driver's License.

Special Requirements

Additional certifications not necessary but will be considered beneficial and recognized accordingly.

Must have an understanding of the Nurse Practice Act and practices nursing within the allowed scope of these guidelines.

Knowledge of applicable state and federal regulations governing drugs and controlled substances.

Performance Aptitudes

Data Utilization: Records, charts and documents medical, psychiatric, psychosocial data necessary to provide and deliver optimal care to Dayspring residents. Maintains documentation of residents' medical and health pertinent data in a concise but descriptive and accurate manner. Requires the ability to review, classify, categorize, prioritize, and/or analyze data/ information.

Consults various manuals, handbooks and reports including Dayspring policy and procedure manuals, Richland County personnel manual and any state, federal or local program that may affect this division.

Human Interaction: Requires the ability to plan, organize, implement and communicate with physicians, nurses, health care providers, family members, other agencies and the general public in a professional and pleasant manner. Willing to accept responsibility, exercises good judgment and is sensitive to the needs of others.

Communicates data to other health care providers so the continuity of care of the resident is provided in a professional and timely manner

Communicates and/or interacts professionally, accurately and pleasantly with residents, staff, fellow team members, and administration.

Equipment, Machinery, Tools and Materials Utilization: Requires the ability to start, stop, operate and monitor the functioning of equipment, machinery, tools and/or materials used in performing essential functions.

Uses medical equipment/instruments to deliver medical care to the residents as prescribed by physicians.

Verbal Aptitude: Requires the ability to utilize a wide variety of referenced and descriptive data and information. Be able to communicate effectively.

Mathematical Aptitude: Requires the ability to perform additions, subtractions, multiplication and division.

Functional Reasoning: Requires the ability to apply principles of rational systems. Ability to interpret and supply instructions, furnished in written, oral and schedule form. Ability to exercise independent judgment to apply facts and principles for developing approaches and techniques to problem resolutions

Understands communicable disease principles and adheres to hygienic/bloodborne pathogen standards.

Situational Reasoning: Requires the ability to exercise the judgment, decisiveness and creativity in situations involving a variety of general pre-defined duties, which are often characterized by frequent change.

Accepts responsibility for individual nursing judgments.

Judgments and decisions are made within the scope of the nursing practice act according to the license that is possessed.

ADA Compliance

Physical Ability: Tasks involve the ability to exert physical effort in sedentary to medium work, but may involve some lifting, carry, pushing and /or pulling of objects and materials of light to medium weight.

Sedentary Requirements: Some tasks require visual perceptions and discrimination. Some tasks require oral communication ability.

Environmental Factors: Tasks are regularly performed without exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, rain, fumes, noise extremes, machinery, vibrations, electric currents, traffic hazards, animal wildlife, toxic/poisonous agents.

Richland County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act the County will provide reasonable accommodations to qualified individuals with disabilities and encourage both prospective and current employees to discuss potential accommodation with the employer.