



Job Announcement

Position: Licensed Practical Nurse (LPN)	Department: Friendly Health Services
Location: Huntingtown, MD	Employment Status: Full-Time
FLSA: Non-Exempt Grade: 11	Compensation: \$16.55 per hour to \$24.83 per hour
Weeks Worked: 52 Revised: 09/21/2020	Work Per Week: 40 – [Monday – Friday]
Opening Date: September 23, 2020	Closing Date: Until Filled

Summary of Job Description: Staff Licensed Practical Nurse will assist in the delivery of health care services under the direction and supervision of the Center Director and/or the staff Registered Nurse. The LPN will ensure State Health Regulations and Policies are followed. LPNS will be responsible to the Center Services and Community Development Director.

Summary of Requirements: *High School Diploma or equivalent.* A current license to practice nursing in the State of Maryland. Six months or more experience in a health care setting. Skill and proficiency using Microsoft Word, Excel, Outlook, or other software applications to retrieve data, create spreadsheets, and reports. Always maintain confidentiality at all times. Demonstrate skills to effectively and professionally communicate using tact and diplomacy with internal and external community. Clearly demonstrate team-building skills to establish and maintain good working relationships with colleagues, with an emphasis on tact, diplomacy, flexibility, collaboration, professionalism, and discretion.

Responsibilities and Duties:

Follow the participant's plan of care and provide input to the multi-disciplinary team on the plan of care.

Report observations on the participant's level of functioning to the registered nurse.

Take daily temperature of participants and maintain an accounting for each person daily. Maintain a detailed log.

Record observations on the participant's level of functioning in the medical record.

Conduct monthly health monitoring of each participant to include checking weight and vital signs.

Lead the daily physical exercise program with the participants by identifying exercise routines for seniors and those with limited mobility.

Notify the Registered Nurse of significant findings or changes in the patient's physical or mental conditions.

Maintain daily contact with the transportation drivers to ensure arrival each day of participants.

Complete monthly attendance report for Medicaid reimbursement.

Initiate C.P.R. procedures when there is a sudden cessation of heart beat or respirations.

Initiate emergency assistance as per policies and procedures.

Maintain the confidentiality of the patient's clinical records.

Attend staff development programs as related to the Home Health Care and current practices in nursing.

Assist participants with Activities of Daily Living under the supervision of the registered nurse.

Monitor the first aid boxes on the buses and medical supplies kit monthly.

Work with the food vendor monthly to ensure that nutritional meals are provided following USDA guidelines.

Make daily contact with caregivers as needed and note reason for absences of participants.

Review the food inventory to ensure that all food in the kitchen has not expired.

Complete monthly meal count reports for submission.

Assist participants as needed with health care and personal needs.

Assist with preparing and serving participant meals as well as providing whatever assistance participants need to consume their meals. Also assist with cleaning up the facility upon the completion of the meal.

Accompany participants on field trips.

Assist staff Registered Nurse to maintain an inventory of facility medical supplies and various administrative tasks as assigned.

Assist with maintaining a clean and sanitary environment.

Record observations on the participants level of functioning in the medical record; chart absences and occurrences.

Distribute medications to participants and administer insulin, nebulizer and GT feedings; monitor blood sugar.

Interact with other agencies (Office on Aging, DSS, ARC, DHMH and Admin).

Assist participants in various group and individual activities as needed.

Keeps skills up to date and increases knowledge and productivity.

Other duties as assigned.

Licenses or Certificates:

A current license to practice nursing in the State of Maryland, CPR and First Aid.

Special Requirements:

State and Federal Bureau of Investigation Criminal Background Check, National Sex Offender Public Registry Check, Physical, Tuberculin PPD Tine Test at time of employment, and annually, or by physician requirement, thereafter, and Pre-Employment, Random, Post-Accident Drug and Alcohol testing.

Physical Demands:

Work requires extensive physical effort: bending, stooping, reaching, pushing, pulling, standing, and lifting as patient needs require.

Applications Accepted by Mail and Online	
<u>Mail to:</u> SMTCCAC, Inc. - Human Resources Dept. P.O. Box 280 Hughesville, MD 20637	<u>Online at:</u> www.smtccac.org
Required Documents: The following documents are required based on job: In addition to your application and resume, please provide a copy of your high school diploma/equivalent. Applications and Documents submitted with missing information will not be considered. Do not send application's via Fax.	

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P.O. Box 280, Hughesville, Maryland 20637



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