

ANGELWOOD, INC.

Olson Nurse Job Description

Job Title: Licensed Practical Nurse (LPN) and Registered Nurse (RN)

Department: Program

Reports To: Program Supervisor and Health Care Coordinator/RN, cooperatively

Qualifications/Job Requirements

Licensed by the State of Florida as a Licensed Practical Nurse (LPN) or Registered Nurse (RN); valid FL Driver license (unless military with valid license from home state), current CPR Certification, satisfactory completion of LEVEL 2 background screening, physical health condition allows for completion of essential functions of the position, at least 1 year experience working with people in a health care setting. Due to the nature of care given to the people being served, this position requires that the employee be able to lift, reach, twist, stoop, bend, push, pull, walk and possibly run without restrictions.

Essential Duties and Responsibilities include but are not limited to the following. Other duties may be assigned.

Assess signs and symptoms of discord in health of program participants.

Assess and handle emergency medical events.

Work effectively with persons with developmental disabilities and their families, professional staff and other support staff.

Communicate effectively in English, both orally and in writing.

Assure compliance with all regulations regarding medication administration of the State of Florida and the Agency for Persons with Disabilities.

At the beginning of each shift: check MAR and medications to make sure all medications were given and properly documented from prior shift.

Check supplies of medications. Order or reorder medications when necessary.

Count medications on a regular basis including controlled substances each shift.

Perform weight check weekly and document appropriately.

Assist with meals, changing and other daily and personal care needs as necessary.

Assist with Range of Motion for all clients daily and document appropriately.

Document nursing notes for each person that accurately reflect Your Observations on the shift.

Report to Program Director and Health Care Coordinator any acute medical problems on the shift.

Monitor medical supplies inventory and submit requests to appropriate person.

Angelwood Olson Nurse (LPN or RN) Job Description p.2

Assist Program Directors with medical appointments when possible.

Maintain proper records.

Set up Medication Administration Records (MAR) for each consumer monthly and update if medications change throughout the month.

Complete all other documentation as assigned.

Attend agency staff meetings as assigned.

Act in accordance with all Angelwood Policies and Procedures as located in the Angelwood Administrative book located at the group home.

Other duties that may be assigned by the House Supervisor, Program Director, Senior Program Director or Executive Director

I have read and understand this job description. If I have any questions, I know that I may consult my supervisor. I agree that I meet the qualifications of the job, can perform the duties specified in this job description and that Angelwood retains the right to change and/or modify the duties and essential functions of this position at any time.

Signed _____ **Date** _____

Angelwood, Inc. is an Equal Opportunity Employer and Drug-Free Workplace