



Retirement Life Plan Living

We Celebrate Life with Everyone in Our Community of Care Providing Compassionate and Individualized experiences

**Position Title: LPN/RN**

*Safety*

**Responsible to:** Director of Assisted Living. Communicates with all necessary team members.

**Qualifications:**

*Compassion*

- Clean background check
- Current state of Illinois LPN or RN Nursing License
- Supervisory experience preferred
- Current CPR certification
- Communication skills necessary to lead, orient staff and interact effectively with residents, family and other community professionals.
- Ability to handle unique situations and non-standard work assignments with imagination and creativity.
- Willing to embrace the philosophy, purpose, and ideals of the social model of assisted living.
- Knowledge of Illinois State Assisted Living guidelines and regulations.
- Strong time management and problem-solving skills
- Strong written and verbal communication skills
- Two step TB test on file
- Must be able to read, speak, and understand the English language.

*Dignity*

*Trust*

**Physical Requirements:**

- Visual/hearing ability sufficient to comprehend written/verbal communication.
- Ability to perform tasks involving physical activity, which may include moderate lifting and extensive bending and standing.
- Ability to maintain professional behavior at all times.

*Efficiency*

**Position Expectations:**

- Every employee in the Lexington Network must adhere to and uphold the standards set forth in our culture contract. Our common purpose, quality standards and behavioral expectations are what set us apart from other organizations. Every interaction must be approached using the ICARE expected behaviors so that every employee and resident will be treated with respect.
- Collaborates with the older adult in developing a plan of services and supervising the implementation of the plan and evaluates the resident's response to the care that is being provided by assistive staff to maintain maximum physical, mental, and psychosocial function
- Complies with Illinois State Assisted Living regulations.
- Find a personal and meaningful conversation to make a difference in residents' day, not medical related.
- Provide a relationship-based interaction with residents within the social context of the day

**Position Responsibilities:**

- Provides direct care to residents and assessment in emergency situations.
- Responsible for scheduling lab test, ordering lab work, checking results and keep families and charts updated.
- Evaluates resident's function and physical status on admission, during acute changes in condition, and annually from date of initial move-in to determine if an appropriate level of care is in place.
- Insures assistive team members carry out non-skilled care tasks and deliver a high level of care.
- Delivers prompt corrective feedback to staff when necessary.
  
- Develops service plans, coordinates health services, and interacts with residents and their family members.
- Maintains documentation as required by unit policies and state regulations.
- Supports a resident centered philosophy on the unit.
- Delivers in-service programs for staff as required.
- Supports medication program in cooperation with pharmacy by keeping up to date medication records, change of medications, and refills and informing families.
- Complies with medication storage, administration and audits policies and procedures. Keep up with patience care supplies and unit equipment as necessary
- Promptly reports elder abuse, unsafe, or illegal practices to Program Supervisor.
- Is guided in practice and behavior by ethical principles as described by the ANA Code of Ethics (2001).
- Assisting other team members when necessary including training New Hires.
- All other duties as assigned

**I have received a copy of my job description and understand the responsibilities of my position**

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**Employee Signature**

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**Date**