

Employment Opportunities

EO-426

March 22, 2024

“Employment Opportunities” (EO) is a job clearinghouse for non-profit organizations. A one-time listing in Positions Available for LeadingAge Wisconsin members/subscribers is \$50 for a direct reply and \$75 for a blind ad. The fee for non-members for a onetime listing in Positions Available is \$100 for a direct reply and \$125 for a blind ad.

Employment Opportunities are typically included in our *Member Updates* newsletter. Ads submitted also are displayed on the LeadingAge Wisconsin website which can be found at:

www.leadingagewi.org/services-education/employment-opportunities.

EO-1017 Staff LPN – Assisted Living – Wauwatosa, Wisconsin

The Licensed Practical Nurse is responsible for assuring that quality resident care is provided according to the Individualized Service Plans. The LPN supervises the resident care staff during the shift.

ESSENTIAL FUNCTIONS

Major Responsibilities	Measure
1. Provide Patient/ Resident Care	<ul style="list-style-type: none"> ▪ Collects accurate data ▪ Assumes responsibility for the care given to residents on his/her assigned units/shift ▪ Provides direct resident care and administers medications according to established policies and procedures ▪ Performs resident treatments as directed ▪ Delivers compassionate care consistent with resident preference ▪ Evaluates and initiates appropriate action ▪ Communicates any changes in resident status to the Manager or Administrator of Assisted Living ▪ Assigns staff to provide resident care
2. Documentation of Care / Resident Status	<ul style="list-style-type: none"> ▪ Complete, concise, accurate, thorough, and timely documentation of all observations according to established policies and procedures utilizing the electronic health care record and/or other reporting tools and processes ▪ Provides input into the development of resident ISP utilizing data obtained from resident observations and from other members of the care team ▪ Completes the process for proper transcription of medication orders/ miscellaneous orders ▪ Notifies physician and family as needed or directed
3. Ensure resident safety and security	<ul style="list-style-type: none"> ▪ Is aware of resident whereabouts at all times ▪ Maintain current knowledge of policy/ procedure/ practice ▪ Demonstrates effective implementation of policy and procedure

	<ul style="list-style-type: none"> ▪ Provides appropriate follow through and documentation ▪ Demonstrates effective response in emergency situations ▪ Conducts rounds ▪ Supervises dining room and assists with meals as needed. ▪ Provides staff training as needed to ensure resident safety and quality of care ▪ Monitors medication administration done by resident assistants and identifies resident responses ▪ Provides resident education as needed
4. Attendance	<ul style="list-style-type: none"> ▪ Attendance is an essential requirement for this position.
5. Any and all other duties as assigned by supervisor	<ul style="list-style-type: none"> ▪ To be determined by supervisor

QUALIFICATIONS

Education	<ul style="list-style-type: none"> ▪ Graduate of an accredited school of nursing ▪ Current license as a Licensed Practical Nurse with the State of Wisconsin ▪ WI CBRF certification ▪ Current BLS CPR certification, if not currently certified must obtain certification within six months of hire
Experience	<ul style="list-style-type: none"> ▪ At least one year experience in a geriatric nursing setting. ▪ Previous experience in assisted living preferred.
Skills/Abilities	<ul style="list-style-type: none"> ▪ Knowledge of geriatric nursing practice ▪ Technical skills required by responsibilities ▪ Strong organizational skills ▪ Ability to work with staff to facilitate positive working relationships ▪ Good communications skills ▪ Ability to function independently within scope of license

PHYSICAL REQUIREMENTS

Physical Demands	<ul style="list-style-type: none"> ▪ Ability to work at a consistent pace throughout the shift ▪ Adequate physical strength to perform duties of job
Strength	<ul style="list-style-type: none"> ▪ Must be able to lift, push, and move a minimum of 35 pounds unassisted
Manual Dexterity	<ul style="list-style-type: none"> ▪ Sufficient manual dexterity to perform activities required under essential functions
Coordination	<ul style="list-style-type: none"> ▪ Ability to perform gross body coordination and hand-eye coordination tasks without instability
Mobility	<ul style="list-style-type: none"> ▪ Must be able to move frequently throughout the workday, sitting, standing, bending and lifting
Visual	<ul style="list-style-type: none"> ▪ Must be able to see or use prosthetics that will enable the senses to function adequately to assure that the essential functions of this position can be fully met
Hearing	<ul style="list-style-type: none"> ▪ Must be able to hear or use prosthetics that will enable the senses to function adequately to assure that the essential functions of this position can be fully met

Speech	<ul style="list-style-type: none"> Must be able to speak and write the English language in an understandable manner
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LH & HP CORE VALUES AND COMPETENCIES

Compassion	<ul style="list-style-type: none"> Treating others with dignity and understanding
Commitment	<ul style="list-style-type: none"> Working with integrity and pride
Collaboration	<ul style="list-style-type: none"> Building meaningful relationships
Creativity	<ul style="list-style-type: none"> Facing opportunities and challenges with imagination, flexibility and optimism
Resident/Client/Customer Focused	<ul style="list-style-type: none"> Does whatever is necessary to meet the needs of the resident/client/customer
Communicates Openly	<ul style="list-style-type: none"> Communicates with resident/clients, families and visitors in an appropriate and effective manner
Self-Development	<ul style="list-style-type: none"> Seeks out and pursues development opportunities for personal or professional growth (e.g., interpersonal skills, technical skills)
Unit/Department Teamwork	<ul style="list-style-type: none"> Demonstrates support for co-workers and team by offering assistance to others and taking responsibility for work that needs to be done
On-line Education Compliance	<ul style="list-style-type: none"> Timely and successful completion of monthly on-line education
Education Compliance	<ul style="list-style-type: none"> Timely and successful completion of mandatory in-service or competence assessments
Attendance and Scheduling	<ul style="list-style-type: none"> Supports the team by demonstrating flexibility and reliability in availability and by complying with attendance and benefit time policies and procedures

STANDARD PRECAUTIONS

- Contact with infectious disease, including the potential exposure to the AIDS and Hepatitis B viruses, viral and/or respiratory illnesses, infectious and/or hazardous waste could occur
- Contact with hazardous substances (i.e., cleaning agents) could occur

UNIFORM/PROTECTIVE CLOTHING/EQUIPMENT REQUIRED

- Must wear employee name badge
- Must present a professional appearance

SUPERVISORY RELATIONSHIPS

- Reports directly to the Manager – Assisted Living or Administrator – Assisted Living
- Supervises Resident Assistants

ACKNOWLEDGEMENT

- I have read this job description and fully understand the requirements set forth therein. I hereby accept the position of Staff Nurse and agree to abide by the requirements set forth and will perform all duties and responsibilities to the best of my ability. I understand that as a result of my employment I may be exposed to AIDS and HEPATITIS B viruses.

- I further understand that my employment is at-will, and thereby understand that my employment may be terminated at-will by Lutheran Home and Harwood Place management staff or myself with or without notice.

Candidates interested in the Staff LPN – Assisted Living role may apply using the following link:

https://workforcenow.adp.com/mascsr/default/mdf/recruitment/recruitment.html?cid=396e5300-e3fb-4254-9d82-ddaed58a23d6&ccId=19000101_000001&jobId=485272&source=CC2&lang=en_US