



Job Posting: Notice of Vacancy

La Salle County Nursing Home is hiring the following job classification:

LPN Staff Nurse

Starting wage: \$31.87 hourly

Hours available: Full-time / Part-time/Monday-Friday/every other weekend Shifts available: Afternoon: 2:45PM to 11:15PM and Midnights 11:00PM to 7:30AM

Full-time benefits summery Health, Dental, and Vision Insurance after (3) Months

Fully Paid Life Insurance After (3) Months

Illinois Municipal Retirement Plan

Twelve (12) Paid Holidays Per Year

Twelve (12) Paid Sick Days Per Year

Vacation: One (1) week (40.00 hours) after One (1) Year Two (2) weeks (80.00 hours) after Two (2) Years (Vacation and Sick Time is Pro-Rated for Part-Time Employees)

After 6-months Uniform Allowance from start date. (Union employees only)

Location: La Salle County Department: La Salle County Nursing Home 1380 N 27Th Road Ottawa IL 61350

See Job Description for Duties, Minimum Qualifications and Physical Demands.

Interested persons should apply in person or fill out County Employment Application and Nursing Home Reference Application.

Applications are also available at the Business Office.

La Salle County Nursing Home Attn: Sue Egan, Admin. Asst. / HR 1380 N 27th Road Ottawa IL 61350 P: 815.433.0476 F: 815.434.7141 email: segan@lasallegcountyil.gov Nursing Home Reference Application
County Employment Application Date Revised: June 22, 2017 LaSalle Count

LaSalle County
Job Description



Job title: License Practical Nurse

Work Location: LaSalle County Nursing Home

Division/Department: Nursing

Reports to: Director of Nursing

Employment Classifications:

☐ Full-time ☐ Part-time
☐ Exempt ☒ Nonexempt
☐ Salaried ☒ Hourly
☒ Bargaining Unit

Salary Grade

Current Employee holding position is:

Essential Duties and Responsibilities:

The primary purpose of this position is to provide direct nursing care to the residents and to supervise the day-to-day nursing performed by nursing assistants; driven by the CMS regulation to assure the highest degree of quality care.

- Monitor the day- to-day function of the nursing assistants
- Ensure policies and procedures of the nursing service department are followed by the Aids assigned to you.
- Cooperate and remain professional with other disciplines when coordinating nursing care to insure continuity of care.
- Ensure that all administrative duties are completed such as medical forms, reports, evaluations, charting etc.
- Participate in the QI process as it pertains to your resident.
- Work with Social Service, MDS coordinator, Physician, and resident with discharge planning.
- Assist in writing the residents discharge plan and go over it with resident and or resident's representative.
- Ensure to be survey ready at all times and participate in those surveys.
- Make written and oral reports as it pertains to medications, admission, wounds, weights and assessments.
- Follow all policies and procedures as it relates to pharmacy, medications, narcotics, storage and returns.
- Keep nurses desk and carts free from food and drink at all times.
- Keep work areas clean and organized.
- Give report to your nursing staff to insure any changes in residents condition is conveyed to the oncoming shift.
- Communicate this change in condition to the residents Physician as well as the resident's representative unless it is something that only requires a nurses' intervention.
- Complete incident/accident reports as necessary and inform the nurse on call unless this incident is deemed reportable.
- Maintain the Daily Census Report and submit to the D.O.N. as required.
- Ensure daily charting is completed and accurate.
- Receive telephone orders from physicians and record on Physicians' orders.
- Process new diet orders and record with Dietary Department.
- Assured that appropriate process for unauthorized/involuntary discharges is entered in the resident's medical record in accordance and driven by CMS regulation.
- Inform DON of unauthorized/involuntary discharges right away.
- Report all discrepancies noted concerning physician' orders, diet change charting error, etc., to nursing Supervisor.
- Sign and date all entries made in the resident's medical record.
- Prepare and administer medications as ordered by the physician.
- Use your five rights always when administering medications.
- Order prescribed medication, supplies, and equipment as necessary, and in accordance with our established.
- Report the need for stock med replacement.

Always do narcotic count when starting your shift and leaving with the other nurse leaving or coming and record.

Dispose of medication and Narcotics as required, and in accordance with our established procedures.

- Review medication cards for completeness of information, accuracy in the transcription of the physician's order, and adherence to stop order policies.
- Inform nurse supervisor of staffing call offs and staffing needs.
- Make rounds to ensure nursing personnel Unit Attendants and Aids are performing their work assignments with acceptable nursing practices.
- Review complaints and grievances made or filed by your assigned personnel. Inform your charge nurse.
- Create and maintain an atmosphere of warmth, personal interest and positive emphasis, as well as a calm environment throughout the unit and shift.
- Provide leadership to nursing personnel assigned to your unit/shift.
- Must work every-other weekend and work mandation when required.
- Make rounds with physicians and process physician's orders.
- Make random checks to assure that treatments are in place and discontinued when necessary.
- Administer professional services such as; catheterizations, suction, applying and changing dressings/bandages, packs, colostomy, and drainage bags, giving massages and range of motion exercises, and post mortem care etc.
- Participate in the orientation of new residents/family to the facility.
- Requisition and arrange for diagnostic and therapeutic services, as ordered by the physician.
- Assist in arranging transportation for diagnostic and physicians' visits.
- Carry out restorative and rehabilitative programs, to include self-help and care.
- Take and record TPRs, blood pressures, obtain sputum, urine and other labs as ordered, right away but in all cases before your shift ends.
- Monitor seriously ill residents as necessary.
- Must attend in-services training.
- Participate in training new nurses.
- Perform related duties as assigned by supervisor.
- Maintain compliance with all company policies and procedures.
- Performs all job tasks within the rules and guidelines of the County's Safety Policy and Procedure Manual

Education and/or Work Experience Requirements:

- Must be a graduate of an approved LPN program and possess current, unencumbered license to practice as a LPN in the state of Illinois.
- Must maintain the right amount of CEUs to maintain your current license in Illinois.
- Must be able to read, write, speak and understand the English language.
- Must possess leadership and supervisory ability and the willingness to work harmoniously with professional and non-professional personnel.
- Must remain confidential with all protected health care information.
- Must have a working knowledge of Point Click Care and Point of Care or the equivalent of.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the

Date Revised: June 22, 2017

essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This position requires sitting (1-2 hrs), standing/walking (6-8 hrs) and may experience consistent balancing, stooping, crouching, bending, pushing, pulling, twisting, squatting, and climbing; repetitive motion using wrists, hands and/or fingers in reaching and grasping movements. **Defined Very Heavy Work** - Exerting in excess of 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects. Visual acuity needed to determine the accuracy, neatness and thoroughness of the work assigned or to make general observations.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The worker is subject to both environmental conditions; activities occur inside and outside. While performing the duties of this position, the employee is subject to normal consistent temperatures. This position may be subject to hazards such as moving mechanical parts, atmospheric conditions, working in close quarters that could cause claustrophobia and working in narrow aisles or passageways. The noise level in the work environment is moderate.

This job description is intended to describe the general nature and level of the work being performed by the person in this position. Principal duties and responsibilities are intended to describe those functions that are essential to the performance of this job, and "other" duties and responsibilities include those that are considered incidental or secondary to the overall purpose of this job.

This job description does not state or imply that the above are the only duties and responsibilities assigned to this position. Employees holding this position will be required to perform any other job-related duties or tasks as requested by management. All requirements are subject to possible modification in order to reasonably accommodate individuals with disabilities

LaSalle County reserves the right to modify, interpret, or apply this job description in any way the County desires. This job description is not intended nor should be construed to be an exhaustive list of all responsibilities, tasks, skills, efforts, working conditions, or similar behaviors, attributes or requirements associated with this position. The aforementioned job requirements are subject to change to reasonably accommodate qualified individuals with a disability.

This job description is not an employment contract, implied or otherwise. Except as otherwise provided by a collective bargaining agreement or applicable law, all employees are at-will. This job description is not intended to void, replace, or conflict with negotiated union contracts. To the extent a collective bargaining agreement conflicts with this job description, the collective bargaining agreement shall supersede and/or modify this job description.

I have read, reviewed and agree that this job description accurately reflects the position.

ACKNOWLEDGEMENT

I have read or had explained the essential duties, responsibilities and minimum qualifications of this position for which I am expected to perform. I have reviewed the essential functions and work environment characteristics and I understand them completely.

Print Employee Name:

Employee signature:

Date:

Supervisor signature:

Date: