

Helen Purcell

### Job Opportunity

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Date Posted: 4/13/2021      Application Deadline: U p o n   f i l l i n g   p o s i t i o n .

Department: Nursing

Position: LPN

Status: Part time 3-11 (40-48 hours biweekly every other weekend)

Part time 7-3 (16 hours biweekly every other weekend)

Salary: \$19.01

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#### Minimum Qualifications:

**Certifications Required:**

Ohio Board of Nursing LPN License

CPR Training

**Physical Requirements:**

Requires the ability to lift, squat and bend.

Transfer of residents

#### Essential Job Duties:

1. Maintains regular attendance by working shifts as scheduled.
2. Ensures all resident medical records are current, accurate and available for review with required documentation.
3. Promptly responds to call lights in a professional and courteous manner and follows through on resident and family requests.
4. Properly administers medications and/or assists with pill organizers and maintains accurate medications administration records including documentation of assessment and or effectiveness.
5. Assures medications are maintained, ordered, stored/secured, tracked and disposed of according to the procedures established by the pharmacy.
6. Manages the performance of the STNA's to ensure duties and tasks are being completed as required by Helen Purcell's Policies and procedure. Assist with these tasks and duties as needed.
7. Monitors the status of resident's condition and documents that condition or change in condition appropriately ensuring notification to physician, resident, family and or POA as indicated.
8. Makes and documents all required notifications related to death or discharge, change in condition, physicians orders, critical labs or incidental issues to the physician, resident, family, POA or legal guardian as appropriate for situation.
9. Receives, clarifies and reviews physician's orders as obtained and ensures complete proper and accurate documentation of those orders in the medical record.
10. Monitors and ensures the complete procedure for obtaining ordered lab work including the order for, results of and notification of results as well as medication monitoring around those lab results.
11. Prepares proper documentation for incidents within the facility ensuring correct forms completed for correct incident.
12. Completes treatments and procedures as ordered and maintain accurate documentation in the TAR.
13. Provides and accurate shift to shift report to the nursing and STNA staff.
14. Manage the appointment calendar for all residents ensuring that appointments are made, required paperwork is prepared, and transportation arrangements are made.
15. Prepares for and make rounds with attending physicians. Provides a listing of residents with their medical records, accurately completes required documentation and provides input on resident condition, medications and other treatment additions or changes. Follows through on any new orders accordingly.
16. Manages monthly change over process by checking every resident's physician's orders, MAR, and TAR for accuracy and completeness.
17. Monitors the use and need of oxygen supplies and orders as needed from supplier.
18. Monitors the need for resident care supplies and orders as needed following Helen Purcell's protocol.
19. Leads and assigns staff in emergency situations or emergency drills to undertake appropriate actions.
20. Completes training and education to maintain licensure.
21. Follows all policies and procedures as issued by Helen Purcell.
22. Performs other related duties as assigned.

Internal Applicants: Submit letter of interest before the posting deadline

External Applicants: Please Submit Application and Resume via mail, Fax, in person or via our web-site by the application deadline to:

Helen Purcell Attn: Missy Miller

1854Norwood Boulevard

Zanesville, OH 43701 FAX: 740-453-6674

Web site: [www.helenpurcell.org](http://www.helenpurcell.org)

Helen Purcell is an Equal Opportunity Employer

