

# HERITAGE POINTE

## *Seniors Living in the Jewish Tradition*

*No matter what your job/position is at HP, you share with all the people here, one principle function - to ensure our Residents receive the best care and service ...the one thing you will always be held accountable for is the exercise of your best judgment.*

**POSITION TITLE:** LVN  
**CURRENT REVISION DATE:** August 2017  
**POSITION CATEGORY:** Non-Exempt, Full-time, Part-time, Per Diem  
**POSITION REPORTS TO:** Director of HealthCare Services

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### **I. PRIMARY PURPOSE OF POSITION:**

Responsible for assisting in the medication management and treatment for the Residents in accordance with Heritage Pointe's Assisted Living and CA state R.C.F.E. policies, procedures and regulations. Assists in the supervisor of caregivers and medication technicians.

### **II. CUSTOMERS/CLIENTS SERVED BY POSITION:**

Primary customers are Residents receiving Assisted Living services and their immediate family members. Secondary customers are non-Assisted Living Residents and potential Residents and their family members.

### **III. QUALIFICATIONS:**

Education: LVN in State of CA.

Experience: Minimum one-year experience as LVN in similar setting preferred. Ability to lead/supervise staff reporting to the position.

### **IV. SKILLS, LICENSE, CERTIFICATION AND/OR TRAINING REQUIREMENTS:**

1. Able to communicate with, and relate well to senior population.
2. Current LVN license in State of California.
3. First Aid certified.
4. CA driver's license.
5. Demonstration ability to: schedule staff, to orient, audit time sheets, supply inventory, billing services. Able to adapt to changing demands of position.
6. Able to pass physical, TB test and obtain fingerprint clearance as required by our licensure.
7. Familiar with computer related skills necessary for assisted living programs and communications.
8. Able to practice within Heritage Pointe policies and procedures and to ensure compliance with same. Knowledge of pharmacology.
9. Able to work week-ends, holidays and shifts when necessary.

### **V. ESSENTIAL JOB DUTIES THAT MUST BE SAFELY PERFORMED WITH OR WITHOUT REASONABLE SUPERVISION WITHOUT POSING A DIRECT THREAT TO OTHER EMPLOYEES, RESIDENTS OR SELF:**

**WORK PERFORMANCE** – job knowledge, quality, productivity, planning, creativity, initiative

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### **RESIDENT CARE -**

1. Assist in overseeing Resident charts to ensure current documentation (facility forms, licensing documentation, physician order, incidents reports, etc.) including electronic medical records.
2. Conforms to regulations set forth in CA Title 22, Department of Social Services.
3. Assist in documentation and revisions in service plans for Residents and CA Title 22, D.S.S.
4. Assist in monitoring documentation for accuracy and assuring related records are current.
5. Participates in assessment and revisions in service plans for Residents.
6. Notifies Director of HealthCare Services of changes in Resident's condition and care plan.
7. As part of quality monitoring, initiates and/or reviews incidents reports and reports to Director of HealthCare Services.
8. Will respond to emergency calls for Residents and non-Resident incidents.
9. Regulations and standards of practice related to safety, to Resident rights & confidentiality and privacy will be followed.
10. Able to understand and follow physician's directions.
11. Able to interact with families in positive manner and keep families updated on Resident on an on-going basis.
12. Notifies Director of HealthCare Services when a Resident is admitted to the hospital.
13. Filing, typing and computer word processing.
14. Other duties that apply.

### **MEDICATION MANAGEMENT**

1. Assist in the selection and scheduling of staff who are assigned to the medication/treatment system.
2. Will assist in providing orientation and ongoing training/in-service for A.L. staff as it relates to medications, treatments and assessments.
3. Participates in employee meetings and assists in the responsibility for in-services related to medications and treatments.
4. Helps maintain and order supplies for first aid kits in Assisted Living.
5. Maintain proper licensing regulations with medications.

### **SUPERVISION**

1. Assists in the supervision of and provides guidance to Caregivers and Med Techs. Make recommendations for coaching, disciplinary, termination and employee recognition to Director of HealthCare Services.

## **VI. FACTORS AFFECTING WORK PERFORMANCE: attendance, reliability, interpersonal, adaptability, judgment, mission, adherence to policy and regulatory requirements.**

1. Make time to have fun at work, laugh, breathe and smell the roses.
2. Regular, punctual attendance. Flexibility in schedule as it may include weekends, evenings and holidays.
3. Additional duties as assigned by Director of HealthCare Services.

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4. Attend Activity, department staff and "All" employee staff meetings.
5. Timely completion of work assignments.
6. Be a team player and able to get along well with caregivers and other departments. Create and maintain a positive work environment based on individual respect, responsibility, personal and professional growth.
7. Represent Heritage Pointe and department in a professional and positive manner within and outside the community; appearance and attitude. Wear appropriate clothing per facility and assisted living uniform policy.
8. Mission - Familiarize self and staff with Heritage Pointe mission/vision, rules, policies and procedures and same with the Jewish tradition as observed by our Residents, family and guests.
9. Follow timekeeping policy by utilizing time clock to report all hours worked and take all mandatory rest and thirty-minute meal breaks (by the fifth hour of work unless six hours completes the day). All OT must be authorized by your supervisor.
10. Fire/Disaster, Safety and Workers Compensation - Promote a safe environment within the facility which includes fire and accident prevention, maintenance of sanitary conditions and assurance that all assigned staff understand their role in the event of a disaster or other disruption of services. Observes safety regs; ensures staff wear and use appropriate equipment, using proper body mechanics, responds to fire/disaster alarms, first aid kits are supplied and replenished, reports employee incidents immediately to HR and completes paperwork; investigates and provides work injury prevention solutions for future training, wears name badge.
11. As a matter of HP policy and federal and state law; attends HIPAA training, follows HIPAA confidentiality and privacy policy, applies "minimum necessary", "needs to know" guidelines on all PHI information and reports non-compliance violations to Privacy Officer.
12. As a mandated reporter per DOJ requirements; attends Mandated Reporter Abuse training meetings, will report all abuse incidents; physical, emotional, financial, sexual, verbal, completing the 1) SOC 341 form, mailing or faxing, 2) calling the ombudsmen and/or department of health services; for Assisted Living and Independent Living, call ombudsmen, and APS (adult protective services), and 3) informing supervisor so Resident can be protected.
13. Follow the corporate compliance standard and employee code of conduct, of performing work with an ethical behavior and utilizing proper business conduct and professional practice, that complies with applicable laws, rules and regulations; as serving the Residents, preserving the organizational reputation, maintaining Resident/employee trust, community respect. Reports non-compliance or concerns to Corporate Compliance Officer.

## **VII. EQUIPMENT REQUIRED IN THE PERFORMANCE OF ESSENTIAL JOB DUTIES:**

1. Stethoscope, blood pressure cuff, and all other personal care medical equipment to complete assigned duties.
2. Oxygen tank and mask.
3. Needles to assist Residents with insulin injections and sharp containers.

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4. Blood glucose monitoring equipment
5. Telephone, fax, copy machine.
6. Basic computer knowledge and skills.
7. Calculator.
8. Digital thermometer.
9. Wheelchair.
10. Weighing scale.
11. Med Cart, treatment, and medication sets.
12. Computer.
13. Wrist Watch
14. First Aid Kit

### **VII. PHYSICAL DEMANDS:**

While performing the duties of the job, the employee is regularly required to stand and walk on their feet for several hours at a time. Hands, fingers, arms are frequently used for holding, stretching, and reaching. The employee will be expected to be able to climb or balance, kneel, stoop, bend and crouch. The employee must be able to lift or move, unassisted, up to 25 lbs. Good vision and hearing are required due to the safety of our Residents. Good verbal communication. Able to transfer Residents with appropriate assistance. Able to lift, bend, stretch, squat, stand up and other movements in performance of general care functions and reach in confined spaces. Able to transfer Residents with appropriate assistance. Utilizes proper lifting techniques to move and lift up to 25 lbs. unassisted. Knowledge of proper unassisted transfer procedures and body mechanics. Must be able to walk upstairs and walk up to four miles in eight hours shift with ease.

I, (Print Name) \_\_\_\_\_ have read the job description entitled **LVN** and pledge to perform, to the best of my ability, each duty and responsibility to the highest standards possible. I also understand that this job description does not imply a contract or agreement for employment. Further, I'm committed to understanding the sensitive, ethical and confidential nature of the position and realize that comprising this could lead to immediate termination. Employment at Heritage Pointe is considered "**At Will**". For any reason, at any time, with or without notice, Heritage Pointe or myself may terminate the employment relationship.

\_\_\_\_\_  
LVN Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Human Resources Signature

\_\_\_\_\_  
Date

***\*A signed copy of this job description will be placed in your personnel file for future referencing and used for evaluation purposes throughout the year. This format is the authorized form for all job descriptions at Heritage Pointe.***