

Job Description



Title/Position: Licensed Practical Nurse (LPN)/Registered Nurse (RN)
Department: Care Center
Reports To: Director of Nursing
Days/Hours: Nights – 36 hours/pp
FLSA Status: Hourly; Non-Exempt
Wage Scale: LPN: \$25.82-\$33.19
RN: \$34.59-\$51
Effective: 9/2017
Reviewed: May 2025

I. POSITION

The licensed nurse organizes the provision of nursing care to residents according to required nursing standards and protocols. The licensed nurse delegates aspects of care to other nursing personnel based upon their qualifications. This position requires a high level of customer service skills to establish and enhance positive relationships with residents, co-workers, and others. Licensed nurses are responsible for supervising the CNAs and TMAs.

II. STANDARD REQUIREMENTS

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of Medicare, Federal, and State LTC regulations.
- Ability to work independently and make decisions.
- Ability to function as a team leader, to accept individual responsibility and accountability for decisions and outcomes.
- Knowledge of current principles and techniques of nursing practice.
- The ability to communicate effectively with residents, families, personnel, and physicians.
- Recognizes the legal limits of nursing practice.
- Maintains professional competency through continuing education and independent study.
- Ability to understand and follow complex oral and written instructions.
- Ability to establish and maintain effective working relationships with fellow employees and the public.
- Ability to manage time effectively.
- Must be able to perform the duties of a nursing assistant and available to assist if necessary.
- Must be able to prioritize appropriately and accomplish a large quantity of work with a high degree of efficiency.
- Must possess a desire to work with a geriatric population, infirmed, and handicapped people.
- Knowledge of gerontology and rehabilitative nursing principles and professionalism.
- Maintain membership in professional organizations and participate in meetings and conferences.

MINIMUM TRAINING AND EXPERIENCE REQUIREMENTS

- Graduate of an accredited school of nursing.
- Hold a current unrestricted license as a Licensed Practical Nurse or Registered Nurse in the State of Minnesota
- Experience with direct nursing care preferred but not required.

III. ESSENTIAL FUNCTIONS

- Always demonstrate and support AAH Values, Misson, and Code of Conduct.
- Observes, monitors, and reports changes in residents' conditions to immediate supervisor, physician, family, or designated person in an appropriate and professional manner.
- Performs medical treatments, procedures, and medication administration with accurate documentation and according to care plan and department policies and procedures.
- Reports resident injuries/accidents promptly to DON, LNHA, provider, responsible party and completes risk management/RCA form.
- Assists residents with personal care needs.

- Follows written/verbal orders from residents' health care practitioners and documents accurately and promptly.
- Takes and records temperature, blood pressure, pulse, respiration rates, oxygen levels, weight, food and fluid intake/output as directed. Provides nursing care as outlined in resident care plan.
- Assists residents with the use of hearing aids, glasses, walkers, wheelchairs, and other assistive and safety devices.
- Makes nursing rounds according to residents' needs.
- Performs proper body mechanics when transporting or assisting residents or helping nursing staff to reposition residents.
- Keeps work area free of hazardous obstacles. Maintains a clean safe environment for residents.
- Reports and documents appropriately all hazardous conditions, equipment or utility malfunctions/failures, and user errors affecting safety of self or others.
- Hands-off communication and shift report; support the continuity of care and is clear and concise in nature.
- Properly uses equipment such as lift devices, weights scales, transfer belt and other equipment as needed for care of residents.
- Practices correct infection control procedures.
- Reports self-injuries/accidents promptly to supervisor.
- Completes paperwork as required in a legible and timely manner.
- Organizes and prioritizes work during shift to accomplish workload in timely, accurate and caring manner.
- Promotes and maintains confidentiality of information regarding residents, families, health care personnel and the facility.
- Complies with facility's compliance plan, HIPAA, and all other local, state, and federal laws and regulations.
- Attend scheduled meetings and continue education programs as an active participant of the nursing care team. Fulfills licensure renewal requirements.
- Communication with Residents, families, visitors, and coworkers using AIDET & Key Word principles. Listen attentively & observe both verbal & non-verbal communication.
- Plans, organizes, directs, and maintains the operation of the long-term care facility
- Participates in quality initiatives and risk management by providing input and ensuring improvement in quality of care and safety for residents and staff; and strives for ways to improve overall activities and functions of the care center and the facility.
- Protect and promote residents' rights and choices.
- Participates in meetings, in-services, and discussions to promote efficient and effective delivery of services and quality of care.
- Participate in recruitment and selection of personnel including assignments, orientation, and supervision. Supervise, coach/mentor, and discipline personnel.
- Maintain standards of regulatory agencies (CMS, MDH, OSHA, OHFC) and submit required reports.
- Works collaboratively with others to accomplish goal/task and maintain interdepartmental relations to ensure quality and continuity of care.
- Reads posted communications to stay up to date with resident changes in conditions and facility updates.
- Other duties as assigned.
- Helps others succeed.

V. PHYSICAL AND MENTAL DEMANDS

For physical and mental demands of the position and environment, see the following description.

Physical and Mental Demands (The ADA requires employers to make reasonable accommodations for a person with a Disability. This information is needed to assist AAH in meeting these obligations).				
PHYSICAL DEMANDS (FREQUENCY BASED ON AN 8 HOUR SHIFT)	NOT APPLICABLE	OCCASIONALLY 1-2.5 HR	FREQUENTLY >2.5-6 HR	CONTINUOUSLY >6-8 HR
STANDING			x	
WALKING			x	

SITTING			X		
REACHING ABOVE SHOULDERS		X			
REACHING AT WAIST LEVEL			X		
REACHING BELOW KNEE		X			
CLIMBING	X				
LIFTING ABOVE SHOULDER <10 LBS		X			
LIFTING ABOVE SHOULDER > 10 LBS		X			
LIFTING FROM FLOOR TO WAIST <10 LBS		X			
LIFTING FROM FLOOR TO WAIST 10-30 LBS	X				
LIFTING FROM FLOOR TO WAIST >30 LBS	X				
CARRY WAIST LEVEL <10 LBS		X	X		
CARRY WAIST LEVEL 10 - 30 LBS			X		
CARRY WAIST LEVEL TO 31 - 50 LBS	X				
CARRY WAIST LEVEL > 50 LBS	X				
PUSHING/PULLING < 20 LBS		X			
PUSHING/PULLING 21 - 75 LBS		X			
PUSHING/PULLING 76 - 150 LBS		X			
PUSHING/PULLING >150 LBS		X			
WRITING				X	
HEARING				X	
SQUAT/KNEELING		X			
REPETITIVE ACTIONS				X	
KEYBOARDING				X	
DRIVING	X				
SPEAKING				X	
SEEING/VISUAL				X	
PHYSICAL ENVIRONMENT					
x	NOISE		FUMES/GASES	x	CHEMICALS
x	HEAT/COLD	x	HUMAN TISSUE/FLUIDS	x	BIOHAZARD MATERIALS
x	INFECTIOUS DISEASE	x	ANIMAL TISSUE/FLUIDS		DIRT
	MOVING MACHINERY		RADIATION		LASERS
	VIBRATION		WET/HUMID ENVIRONMENT	x	WORK INSIDE
	WORK OUTSIDE	x	TELEPHONE USAGE		
MENTAL DEMANDS					
x	FREQUENT PEOPLE CONTACT	x	FREQUENT INTERRUPTIONS	x	MULT. CONCURRENT TASKS
x	IRREGULAR WORK SCHEDULE	x	DECISION MAKING SKILLS	x	FREQUENT DEADLINES
x	SUPERVISORY SKILLS	x	CONCENTRATION REQUIREMENT	x	ORGANIZATIONAL SKILLS
x	DETAILED WORK	x	ABILITY TO WORK INDEPENDENTLY	x	ABILITY TO WORK W/ OTHERS
SPECIAL CONSIDERATIONS/UNIQUE ENVIRONMENTS OR DEMANDS:					

Disclaimer

The above statements are intended to describe the general nature of job duties and responsibilities typically assigned, identify the essential functions, and list the requirements of this job. They are not intended to be an exhaustive list of all supplemental duties, responsibilities, or non-essential requirements; nor should this document limit the supervisor's right to modify assignments as necessary. This document does not create a contract for employment.

Receipt and Acknowledgement

I acknowledge and understand that:

- Receipt of this job description does not imply nor create a promise of employment, nor an employment contract of any kind, and that my employment is at-will.
- The job description provides a general summary of the position in which I am employed, that the contents of this job description are job requirements and, at this time, I know of no limitations which would prevent me from performing these functions with or without accommodation, I further understand that it is my responsibility to inform my supervisor at any time that I am unable to perform these functions.
- Job duties, tasks, work hours and work requirements may be changed at any time.
- I have read and understand this job description.

I do/do not (please circle one) need accommodations under the Americans with Disabilities Act.

Employee's Name (Printed): _____

Employee Signature: _____

Effective Date: _____