Job Description

Title/Position: Licensed Practical Nurse (LPN)
Department: Care Center
Reports To: Director of Nursing (DON)
Days/Hours: Nights – 36 hours/pay period every 6th weekend
FLSA Status: Hourly; Non-Exempt
Wage Scale: $27.12-$35.11
Reviewed: September 2026

JOB SUMMARY:

The Licensed Practical Nurse (LPN) provides safe, competent, and compassionate nursing care to residents in a skilled nursing facility in accordance with Minnesota nursing practice standards and facility policies. The LPN directs 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. LPNs are responsible for supervising the Certified Nursing Assistants (CNAs) and Trained Medication Aides (TMAs). The LPN will function under the supervision of a Registered Nurse (RN).

STANDARD REQUIREMENTS:

- Supports the mission, vision, and values that make us SHINE at Appleton Area Health.
- Adhere to AAH Code of Conduct
- Adhere to facility policies
- Supports, cooperates with, and implements specific procedures and programs for:
  - Safety, including universal precautions and safe work practices, established fire/safety/disaster plans, risk management, and security, report and/or correct unsafe working conditions, equipment repair, and maintenance needs.
  - Confidentiality of all data, including resident, employee, and operations data.
  - Quality assurance and compliance with all regulatory requirements.
  - Compliance with current law and policy to provide a work environment free from sexual harassment and all illegal and discriminatory behavior.
- Supports and participates in common teamwork:
  - Cooperates and works together with all co-workers; plans and completes job duties with minimal supervisory direction including appropriate judgment.
  - Uses tactful, appropriate communication in sensitive and emotional situations.
  - Follows up as appropriate with supervisor, co-workers, or residents regarding reported complaints, problems, and concerns.
  - Promotes positive public relations with residents, family members, and guests.
  - Completes requirements for in-service training, acceptable attendance, uniform dress codes including personal hygiene, and other work duties as assigned.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES: (The following statement represents the minimum experience and training standards that will be used to admit or reject applicants for interview and selection, provided that equivalent substitution will be permitted in case of deficiencies in either experience or education).

- Graduate of an accredited school of nursing
- Current Minnesota LPN License in good standing with the MN Board of Nursing; will fulfill licensure renewal requirements including continuing education
- CPR/BLS certification required
- Knowledge of basic nursing principles and geriatric care
- Ability to prioritize and manage time in a fast-paced environment
- Familiarity with electronic health record (HER) systems

- Experience in long-term care or SNF (preferred)
- Knowledge of Medicare, Federal and State Long Term Care (LTC) regulations (preferred)
- Ability to function as a team leader, accept individual responsibility and accountability for decisions/outcomes
- Ability to communicate effectively with residents, families, personnel, and physicians
- Maintains professional competency through continuing education and independent study
- Ability to understand and follow complex oral and written instructions

ESSENTIAL FUNCTIONS:

- 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 (or designee), Licensed Nursing Home Administrator (LNHA), provider, responsible party and follows risk management protocols
- 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
- Performs proper body mechanics when transporting or assisting residents or helping nursing staff to reposition residents
- Keeps work area free of hazardous obstacles and 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, weight scales, transfer belt and other equipment as needed for care of residents
- Follows facility infection control policies and procedures
- Reports self-injuries/accidents promptly to supervisor
- Completes paperwork as required in a legible and timely manner
- Attend scheduled meetings and continue education programs as an active participant of the nursing care team
- 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
- Participate in meetings, in-services, and discussions to promote efficient and effective delivery of services and quality of care
- Reads posted communications to stay up to date with resident changes in conditions and facility updates

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		
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
	HEAT/COLD	X	HUMAN TISSUE/FLUIDS	X	BIOHAZARD MATERIALS
X	INFECTIOUS DISEASE		ANIMAL TISSUE/FLUIDS		DIRT
	MOVING MACHINERY	X	RADIATION	X	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: _____