

TITLE OF POSITION:
CATEGORY:
RESPONSIBLE TO:
LIFTING REQUIREMENTS:
EFFECTIVE DATE:

ASSISTED LIVING FACILITY (LVN)
ALZHEIMER'S RESIDENTIAL FACILITY
FACILITY MANAGER
UP TO 100 LBS.
MAY 2003

GENERAL DESCRIPTION:

The LVN will work under the supervision of the facility's manager. Primary focus will be administration of medication. The LVN will also assist with the supervision of the on hands care provided to residents in accordance to their service plan. Other nurse related duties may include providing intermittent treatments as ordered by the physician and documentation in residents' records.

RESPONSIBILITIES:

1. Administration of Medication as per physician's order.
2. Updating changes in the Medication Administration Records (MAR).
3. Reviewing and checking of medication for correct labeling. Storage of medication as per policy and procedures.
4. Administer treatments as per physician's orders.
5. Documentation of treatments in residents' records.
6. Assist with the on-the-job personal care training to new attendants during initial orientation and continues thereafter as identified.
7. Reports all problem areas to supervisor and conducts problem solving.
8. Provides on hands care as needed to residents.
9. Motivates residents to maximize independence and maintain functional level.
10. Assists with participant's daily participation in recommended/scheduled activities program.
11. Participates in audits/surveys done by authorized governmental agencies.
12. Participates in the organizational QI program for the residential facility area.
13. Completes incident reports when necessary.

MINIMUM QUALIFICATIONS

I. EDUCATION/EXPERIENCE

- A. A graduate of an accredited nursing program with a license to practice in the state of Texas as a vocational nurse.
- B. One year of experience in a medical setting, preferably with the geriatric and/or dementia population.

II. KNOWLEDGE/SKILLS/ABILITIES

- A. Must possess knowledge of nursing theory and practice.
- B. A mature individual with a strong knowledge base and keen understanding and appreciation of the elderly.
- C. The ability to present to the community the philosophy of community-based long term care for the elderly.
- D. The skill to work collectively and communicate effectively with staff, participants and family members.
- E. Adaptable individual with ability to work with the interdisciplinary team approach to care for the elderly.
- F. The ability to accept supervision in an appropriate manner.
- G. Ability to rotate holidays and shifts at the discretion of the facility's manager.
- H. Bilingual preferred (English/Spanish).

BIENVIVIR SENIOR HEALTH SERVICES reserves the right to change job description and work hours as required by the program.

EMPLOYEE STATUS: Full-time Part-time Temporary

EMPLOYEE SIGNATURE: _____ **DATE:** _____