

# Lutheran Sunset Home

## Job Description

*Lutheran Sunset Home is a 100 bed senior care community located in Grafton, North Dakota consisting of 91 bed skilled nursing facility and 26 assisted living community. We feature a small family-like setting for residents needing memory care services that provide a calm, quiet, nurturing environment. Physical, occupational and speech therapy services. Hospice care is available.*

Position:	LPN Nurse Apprenticeship
Department:	Nursing
Immediate Supervisor:	Nurse Manager
Department Manager:	Director of Resident Services

### QUALIFICATIONS

1. Must have a CNA certification and will perform tasks and duties to the level of LPN coursework completed through the LRSC Dakota Nursing Program.
2. Must be knowledgeable of nursing and medical practices and procedures, as well as laws, regulations, and guidelines that pertain to long-term care.
3. Must possess the ability to make independent decisions when circumstances warrant such action.

The primary purpose of your job is to provide direct nursing care to the residents/tenants and to supervise the day-to-day nursing activities performed by the certified nursing assistants. Such supervision must be in accordance with current federal, state, and local standards, guidelines, and regulations that govern our facility. As Staff Nurse you are delegated the administrative authority, responsibility, and accountability necessary for carrying out your assigned duties. All Staff Nurses are required to work Charge and Treatment positions.

### MAJOR DUTIES AND RESPONSIBILITIES

1. Maintain the confidentiality of all resident care information including protected health information. Report known or suspected incidents of unauthorized disclosure of such information.
2. Report all grievances and complaints made by residents and inform your supervisor.
3. Report all safety violations.
4. Follow all infection control principles and guidelines.
5. Follow all policies and procedures of Lutheran Sunset Home.
6. Participate in the maintenance of the facility's quality assurance program for the nursing department.
7. Document in the resident's chart and complete accident/incident reports involving the resident.
8. Chart nurses' notes in an informative manner that reflects the care provided to the resident, as well as the resident's response to the care. Ensure that nurses' notes reflect that the care plan is being followed.
9. Ensure that certified nursing assistants on your station are aware of the resident care plans and that they are used in administering daily care to the resident.
10. Provide leadership to nursing personnel assigned to your station.
11. Make periodic checks to assure that prescribed treatments are being properly administered by certified nursing assistants and to evaluate the resident's physical and emotional status.

12. Review the resident's chart for specific treatments, medication orders, diets, etc., as necessary.
13. Verify the identity of the resident to assure that prescribed medication for one resident is not administered to another.
14. Notify your supervisor of all drug discrepancies noted on your shift.
15. Monitor nursing care to assure that all residents are treated fairly, and with kindness, dignity, and respect.
16. Create and maintain an atmosphere of personal interest and a calm environment on the station during your shift.
17. Maintains a liaison with residents and their families to adequately plan for the residents' needs.
18. Ensure that all nursing care is provided in privacy.
19. Give/receive the nursing report upon reporting in and ending shift duty hours.
20. Attend and participate in continuing educational in-services to keep you abreast of changes in your profession, as well as to maintain your license.
21. Assist with the orientation of newly hired staff as directed by your supervisor.

**The above list of duties in no way implies that these are the only duties you will be required to perform if the work is similar, related or is a logical assignment to the position.**

#### ESSENTIAL JOB FUNCTIONS

1. Must be able to read, write, speak, and understand the English language.
2. Must be able to bend, squat, sit, stand, and reach above your shoulders throughout the day.
3. Must be able to cope with the mental and emotional stress of the position.
4. Must be able to see and hear or use prosthetics that will enable these senses to function adequately.
5. Must be able to move intermittently throughout the work day.
6. Must function independently and have personal integrity.
7. Must be able to relate to and work with the ill, disabled, elderly, and emotionally upset.
8. Must be able to communicate information concerning a resident's/tenant's condition to the appropriate persons.
9. Must be able to assist in the evacuation of residents/tenants.
10. Must possess the ability to deal tactfully with personnel, residents, tenants, family members, visitors, government agencies/personnel, and the general public.
11. Must possess leadership and supervisory ability.
12. Must possess the ability to plan, organize, develop, implement and interpret the programs, goals, objectives, policies and procedures, etc., that are necessary for providing quality care.
13. Must have patience, tact, a cheerful disposition, and the willingness to handle difficult situations that arise with residents/tenants.
14. Must be able to push or pull wheelchairs on a flat or inclined surface throughout the day.
15. Must be able to lift 50 pounds independently; up to 75 pounds with the assist of two or more.
16. Must use mechanical devices as indicated by nursing policy/policies.
17. Must be flexible in the work assignments to accommodate the residents' needs.

