

*Let Your Life Shine* ✨  
**NORMANDIE  
RIDGE**

ALBRIGHT CARE-SERVICES

**POSITION**  
51-11(17)

**JANUARY 23, 2017**

**TITLE:** LPN – Personal Care

**DEPARTMENT:** Nursing

**SUPERVISOR:** Personal Care Administrator

**SHIFT:** 2:00pm – 10:30pm

Full time 40 hours/week

**LOCATION:** Normandie Ridge

Alternating weekends/holidays

**BRIEF DESCRIPTION:** Cares for the personal, physical and emotional needs of the personal care resident during an eight-hour period under the supervision of the PC Administrator.

**PRIMARY RESPONSIBILITIES:**

- Renders professional nursing care to residents within assigned area.
- Ensures efficient and calm coordination of care to residents through strong leadership and mentoring of PCAs using a team approach, in conjunction with the PC Administrator. Actively embraces the team concept.
- Provides leadership and direction to personnel as needed and actively works to improve their skills.
- Cares for the personal, physical and emotional needs of the personal care resident following approved Albright Care Services policies and procedures and oral and written instructions from the PC Administrator.
- Assists residents with self-administration of medications and treatments when necessary.
- Supervises and evaluates work performance PC staff under the direction of the PC Administrator.
- Observes, records, and reports changes in the resident's condition to the PC Administrator.
- Communicates effectively with pharmacy, maintenance, dietary and housekeeping personnel.
- Ensures neat/clean environment is maintained for resident. Assists with bathing, grooming, and dressing as needed.
- Keeps accurate records and reports as required.
- Makes recommendations for resident care assignments and shift routine adjustments to the PC Administrator.
- Keeps medication cart neat and orderly and routinely checks medication cart for expired medications.
- Notifies physicians of resident issues as needed via appropriate means (i.e. telephone, fax, etc).
- Accurately completes laboratory requests as ordered by the physician.
- Transcribes written physician orders accurately to Medication Administration Record. Discontinues medication as ordered by the physician.

**QUALIFICATIONS:**

- Must be a Licensed Practical Nurse currently licensed in the Commonwealth of Pennsylvania.
- Must be able to plan, organize, work independently, problem solve under pressure and to establish and maintain cooperative working relationships. Must be able to accept and utilize guidance.
- Must be able to follow oral and written instructions and communicate effectively with staff, residents and members of the public and be able to speak and hear sufficiently to understand and give directions.
- Must be able to react quickly in an emergency.

**PHYSICAL DEMANDS:**

- Uses speech, hearing and vision to understand and give direction during a work day/shift.
- Sits, walks, bends, stands and reaches constantly during a work day/shift.
- Occasional lifting up to 25 pounds, pushing/pulling up to 200 pounds (wheelchairs).
- Sits 50%, walks 25%, and stands 25%.