

**TITLE:** LPN – Personal Care

**DEPARTMENT:** Nursing

**SUPERVISOR:** Nurse Manager - PC

**LOCATION:** Riverview Manor

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

**PRIMARY RESPONSIBILITIES:**

- Renders professional nursing care to residents living in personal care.
- Visits residents to ensure that care is being given as directed/to ascertain the need for additional or modified services.
- Provides assistance and guidance to the resident care team as required.
- Supervises medication regimens to ensure that residents are complying with medication orders.
- Assists residents with self-administration of prescribed medications and treatments.
- Educates residents regarding medications or treatments in accordance with medical staff policies in the absence of a physician.
- Observes, records and reports any change in the residents' condition.
- Admits and orients new residents to the personal care area and discusses needs with the resident and family or responsible person.
- Evaluates problems/concerns of the resident and/or family and refers them to the appropriate department if necessary.
- Schedules medical and laboratory appointments for the personal care resident as needed.
- Supervises the maintenance of the personal care resident's medical records.
- Supervises and evaluates the work performance of Personal Care Assistants.
- Informs staff on ensuing tour of duty of residents' condition, services rendered during the work period, and care which may be required.
- Maintains cordial relationships with residents, staff and visitors.

**QUALIFICATIONS:**

- Must be a Licensed Practical Nurse currently licensed in the Commonwealth of Pennsylvania.
- Must be able to follow written and oral instructions.
- Must be able to communicate effectively with staff, residents and visitors.
- Must enjoy working and caring for the geriatric resident.
- Must be able to react quickly in an emergency.
- Must be able to pass a physical examination within State and Federal guidelines.

**PHYSICAL DEMANDS:**

- Works inside, around and with others in a well-lighted and ventilated personal care facility.
- Visual/aural acuity required in performance of duties including preparation/reading of reports and operation of office equipment. Aural acuity necessary to communicate with employees, representatives of community and residents.
- Manual dexterity is necessary to handle equipment and carry out procedures.
- Bends, stoops, kneels, pushes, and pulls when attending to the needs of the resident.
- Occasional lifting up to 25 pounds. Chance of strains from lifting.
- Sits 50%, walks 30%, and stands 20%.