



THE ARC OF CENTRAL ALABAMA JOB POSTING NOTICE

Job Title: LPN	Job Code: LPN07222020
Department: 13	FLSA Status: Non-Exempt
Reports to: Director of Medical Services	
Work Schedule: Shift Varies	

Job Duties:

- Perform skilled nursing functions including:
 - Catheterization, clean or sterile
 - Administration of injectable medications
 - Calculation of medication dosages other than measuring a prescribed amount of liquid medication or breaking a scored tablet
 - Gastric tube feedings
 - Invasive procedures
 - Sterile procedures
 - Receipt of verbal or telephone orders from a licensed prescriber
 - Wound Care
 - Suctioning
- Check in medications monthly and as needed ensuring accuracy in regards to physicians orders. Make changes on Medication Administration Records as needed to ensure accuracy in medication administration.
- Review consumers records post-hospital or clinic appointments and follow up to ensure that physician orders are carried out.
 - In-service staff on specific and necessary precautionary measures when dealing with consumers with communicable disease.
 - In-service staff or care providers on medical treatments as ordered by physicians.
 - Visit agency homes to assess post-hospital consumers and ensure physician orders are carried out.
 - Serve as a liaison between health care professionals and consumers and their family members.
 - Perform Focal Assessments for post-ER, post-hospital discharged clients.
- Maintain consumer records including
 - Complete documentation regarding care provided.
 - Monthly Medicaid billing for skilled nursing services provided to consumers.



- Delegate the task of assisting with the delivery of prescribed eye, ear, nose, oral, topical, inhalant, rectal, or vaginal medications to unlicensed staff and provide monitoring of same. Serve as on-call nurse in the Nurse Delegation Program on a rotating basis with other MAS nurses. Must obtain MAS Certification and maintain current status.
- Check medications for community consumers and prepare MARs (Medication Administration Records) for day/work programs.
- Attend in-service education programs, staff meetings, etc.
- Perform other duties as assigned by Director of Health Services.

Knowledge, Skills and Abilities Required: Licensed Practical Nurse, Licensed by Alabama Board of Nursing. Excellent written and verbal communication skills and organizational competence required. Reliable transportation and valid Alabama driver's license required and must be insurable by the agency insurance.

Physical Requirements: This position requires frequently standing; walking; hand dexterity; reach with hands and arms; climb or balance; stoop; kneel; crouch; or crawl; and talk; or hear. The employee is occasionally required to sit. The employee must frequently lift and/or move more than 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision and depth perception.

Email resume to: jobs@arcofcentralalabama.org or complete application and apply in person at:
The Arc of Central Alabama
5348 Oporto Madrid Blvd S
Birmingham, AL 35210
Office hours: 7:30 a.m. – 4:00 p.m.

EOE/M/F/Vet/Disabled