



## The Arc of Central Alabama: Job Posting

<b>Job Title: Licensed Practical Nurse (LPN)</b>	<b>Job Code:</b>
<b>Department: Medical Services</b>	<b>FLSA Status: Non-Exempt</b>
<b>Reports to: Director of Medical Services</b>	
<b>Work Schedule: Shifts vary</b>	

### Job Duties:

- Perform skilled nursing functions:
  - 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 feeding
  - Invasive procedures
  - Sterile procedures
  - Receive verbal or telephone orders from a licensed prescriber
  - Wound Care
  - Suctioning
- Check in medications monthly and as needed, ensuring accuracy in regard to physicians' orders; make accurate changes to Medication Administration Records as needed for medication administration
- Review records of people served (post hospital or clinic appointments); follow up to ensure physician orders are completed
  - Train staff on all precautionary measures related to assisting people served with communicable diseases
  - Train staff or care providers on medical treatments as ordered by physicians
  - Visit agency homes to assess people served (post-hospital) and ensure physician orders are followed
  - Serve as a liaison between health care professionals, people served, and their families
  - Perform Focal Assessments related to Post-ER and Post-Hospital discharge
- Maintain records
  - Complete documentation regarding care provided
  - Complete monthly Medicaid billing for skilled nursing services provided to people served
- Delegate tasks related to the delivery of prescribed medications to unlicensed staff; monitor as needed
  - Serve as on-call nurse in the Nurse Delegation Program on a rotating basis with other MAS nurses
  - Obtain MAS Certification and maintain current status
- Check medications for community participants (people served)
- Prepare MARs (Medication Administration Records) for day/work programs
- Attend inservice training and meetings as needed
- Perform other duties as assigned



**Knowledge, Skills and Abilities Required:**

- Must be a Licensed Practical Nurse, Licensed by Alabama Board of Nursing
- Must have excellent written and verbal communication skill
- Must be well organized
- Must have reliable transportation and valid Alabama driver's license; must be insurable by the agency's insurance

**Physical Requirements:**

- Frequent standing, walking, hand dexterity, reaching with hands and arms, climbing or balancing, stooping; kneeling, crouching, crawling, and speaking and listening both near and long distances; Must have vision abilities that include close vision, distance vision, color vision and depth perception
- Occasional sitting
- Frequent lifting and/or moving more than 50 pounds

Apply online at [www.arcofcentralalabama.org/about/careers/](http://www.arcofcentralalabama.org/about/careers/) or in person.

*Blount County* 615 Fairgrounds Ave; Oneonta, AL 35121

*Jefferson County* 5348 Oporto Madrid Blvd South; Birmingham, AL 35210

**EOE/M/F/Vet/Disabled**