

**POSITION TITLE:**

LICENSED PRACTICAL NURSE

**RESPONSIBILITIES:** Under the direction of the Nurse Case Manager, the LPN is responsible for service recipients' health care management, informing the Director of Nursing when problems arise, and performing nursing duties as directed under the Nurse Practice Act.

- Ensure that all medications are administered and documented correctly by appropriate staff, including medications that are self administered by clients
- Perform all nursing duties as assigned by supervisor
- Maintain a clean and safe environment
- Maintain all nursing, Easter Seals, and state records accurately and in a timely manner
- Comply with Easter Seals Policies and Procedures and Employee Handbook, Department of Health, Licensure, and DIDDs quality standards, and Title VI, HIPAA, and Confidentiality requirements
- Attend in-service training sessions, meetings, and out of town activities as required
- Maintain knowledge of nutritional needs, special diets, positioning, and dining plans of all individuals in your care, and if needed prepare and serve those meals
- Maintain knowledge of Occupational Therapy, Physical Therapy, and Speech/Language Pathology as related to the individual in your care
- Maintain knowledge of the Individual Support Plan and work cooperatively with all persons associated with the care and concern of the individual, to include family, direct care staff, health care, ISC's, state and court monitors
- Awareness of medical, social, and financial needs of the individual
- Commitment to work toward improving the quality of life and health for the individual
- Transport individuals as needed to medical appointments
- Perform other duties as assigned by the Nurse Case Manager

**QUALIFICATIONS:**

- Must have excellent oral and written communication abilities, the ability to document accurately, and the ability to work with people with developmental disabilities
- Maintain current LPN license for the state of Tennessee
- F Endorsement driver's license and acceptable driving record
- Maintain current DIDDs required training including CPR
- Ability to lift and physically manage clients