



Job Announcement

Position: Licensed Practical Nurse (LPN)	Department: Friendly Health Services
Location: Huntingtown, MD	Employment Status: Full-Time
FLSA: Exempt Grade: 13	Compensation: \$49,833 per annum
Weeks Worked: 52 Revised: 08/17/2021	Work Per Week: 40 + hours Monday – Friday, some evenings/weekends
Opening Date: January 25, 2024	Closing Date: Until filled

Summary of Job Description: The Licensed Practical Nurse will assist in the delivery of health care services under the direction and supervision of the Center Services and Community Development Director. The LPN will ensure State Health Regulations and Policies are followed. LPN will be responsible to the Director of Center Services.

Summary of Requirements: *High School Diploma or equivalent.* A current license to practice nursing in the State of Maryland. Six months or more experience in a health care setting. Skill and proficiency using Microsoft Word, Excel, Outlook, or other software applications to retrieve data, create spreadsheets, and reports. Always maintain confidentiality. Demonstrate skills to communicate effectively and professionally using tact and diplomacy with internal and external community. Clearly demonstrate team-building skills to establish and maintain good working relationships with colleagues, with an emphasis on tact, diplomacy, flexibility, collaboration, professionalism, and discretion.

Responsibilities and Duties:

Follow the participant's plan of care and provide input to the multi-disciplinary team on the plan of care.

Report observations on the participant's level of functioning to the registered nurse.

Record observations on the participant's level of functioning in the medical record.

Conduct monthly health monitoring of each participant to include checking weight and vital signs.

Lead the daily physical exercise program with the participants by identifying exercise routines for seniors and those with limited mobility.

Notify the Registered Nurse of significant findings or changes in the patient’s physical or mental conditions.

Complete monthly attendance report for Medicaid reimbursement.

Assist participants as needed with health care and personal needs.

Accompany participants on field trips.

Assist Registered Nurse in maintain an inventory of facility medical supplies and various administrative tasks as assigned.

Initiate C.P.R. procedures when there is a sudden cessation of heartbeat or respirations.

Initiate emergency assistance as per policies and procedures.

Maintain the confidentiality of the patient's clinical records.

Attend staff development programs as related to the Home Health Care and current practices in nursing.

Assist participants with Activities of Daily Living.

Assist with preparing and serving participant meals as well as providing whatever assistance participants need to consume their meals. Also assist with cleaning up the facility upon the completion of the meal.

Assist with maintaining a clean and sanitary environment.

Record observations on the participants level of functioning in the medical record; chart absences and occurrences.

Distribute medications to participants and administer insulin, nebulizer, and GT feedings, monitor blood sugar.

Interact with other agencies (Office on Aging, DSS, ARC, DHMH and Admin).

Assist participants in various group and individual activities as needed.

Keeps skills up to date and increases knowledge and productivity.

Other duties as assigned.

Licenses or Certificates:

A current license to practice nursing in the State of Maryland, CPR and First Aid.

Special Requirements:

State and Federal Bureau of Investigation Criminal Background Check, National Sex Offender Public Registry Check, Physical, Tuberculin PPD Tine Test at time of employment, and annually, or by physician requirement, thereafter, and Pre-Employment, Random, Post-Accident Drug and Alcohol testing.

Physical Demands:

Work requires extensive physical effort: bending, stooping, reaching, pushing, pulling, standing, and lifting as patient needs require.

Applications Accepted by Mail and Online	
<u>Mail to:</u> SMTCCAC, Inc. - Human Resources Dept. P.O. Box 280 Hughesville, MD 20637	<u>Online at:</u> www.smtccac.org
Required Documents: The following documents are required based on job: In addition to your application and resume, please provide a copy of your high school diploma/equivalent. Applications and Documents submitted with missing information will not be considered. Do not send applications via Fax.	

An Equal Opportunity/Affirmative Action Employer