

Benzie Senior Resources  
Licensed Practical Nurse

Job Title: Licensed Practical Nurse  
Reports to Director of Home Health Services

CLASSIFICATION: Exempt, Full-Time

DUTIES AND RESPONSIBILITIES:

1. Performs comprehensive assessment of physical, psychosocial, environmental, and health behavior needs of new clients in their homes and obtains a copy of proof of income for the office to determine sliding scale fee.
2. Documents significant clinical findings, makes nursing diagnoses, and determines appropriate interventions.
3. Develops and implements an individualized plan of care for each client.
4. Plans, teaches, and counsels regarding physical care measures, social/emotional care, and community resources.
5. Provides medication management and sets up medication boxes for self-administration of medications by clients, demonstrating knowledge of therapeutic action, side effects, and interaction of medications. Communicates directly with physician offices to obtain current medication records.
6. Provides foot care service to clients in the home. Demonstrates knowledge of how disease can affect circulation in the foot. Demonstrates ability to properly clip toenails, buff calluses, inspect foot for abnormalities, and make proper referrals to podiatrists for issues outside the nursing scope of practice.
7. Promotes client's independence by reinforcing their understanding of disease, medications, self-care skills, and community resources.
8. Communicates with supervisor, client, family, and Home Health Aide caregiver regarding client assessment and recommended plan of care.
9. Provides training for family and caregivers.
10. Conducts client reassessments, updates care plans, and alerts caregivers.
11. Communicates in a timely manner to physician and Director of Home Health Services any significant changes in client's condition.
12. Serves as resource for field staff, clients and families, physicians, and other community agencies.
13. Attends all weekly staff meetings and communicates effectively and as needed with team members to share information and solve problems in a positive, outcome-oriented manner.
14. Documents all findings and activities in an accurate and timely manner.
15. Participates in community awareness and education programs.
16. Assists supervisor in evaluating effectiveness of care provided by the Home Health Aides and recommends revisions in assignments as appropriate.
17. Assists supervisor in conducting supervisory visits.
18. Other tasks as assigned by the Director of Home Health Care Services or Executive Director.

EDUCATION AND QUALIFICATION REQUIREMENTS

1. Current Michigan LPN license.
2. Current CPR certification.
3. Three (3) years experience as a LPN with prior home care experience and dementia care strongly preferred.

Benzie Senior Resomces  
Licensed Practical Nurse

4. Access to reliable vehicle, valid driver's license and personal vehicle insurance.
5. Able to accommodate flexible work schedule.
6. Strong verbal and written communication skills.
7. Working knowledge of Microsoft Office (Word, Excel).

I have reviewed and determined that this job description accurately reflects the position.

---

Supervisor Signature

Date

---

Employee Signature

Date

## Step Pay Scale for Licensed Practical Nurse (LPN)

September 2017

Range	Starting	1 Year	2 Year
-------	----------	--------	--------

This is based on several factors:

1. Positive Employee Evaluation Results
2. Positive Fiscal Year Budget Results and approval of the Board of Directors

This is an internal document and not to be shared with staff.

Thanks,

Doug