

Buckner Retirement Services, Inc.
OPEN POSITION POSTING

Opening Date: July 30, 2010 **Closing Date:** Until Filled

Position Title: Licensed Vocational Nurse (LVN) **Position Status:** Full-time; Non-Exempt

Department/Division: Assisted Living

Location: Parkway Place; Houston, TX

BASIC FUNCTION:

Responsible for the implementation of the goals and objectives of the Unit through coordinating resident care management and staff direction and by providing direct nursing care to residents.

Position description/objective:

- *1. Insure that the individual service plan is followed; administers or supervises treatments prescribed by physician.
- *2. Make meaningful rounds of all residents, utilizing service plans; make rounds with physicians and record visits on charts.
- *3. Administer all intramuscular, sub-cutaneous injections; perform all in-house testing procedures; take and record vital signs.
- *4. Document acute episodes or significant changes in resident status.
- *5. Supervise aides in the performance of their duties by monitoring their work; assign aides to residents – specifying break times and special duties to be completed, including activities.
- *6. Work with Activity Director, DON, and Nurse Aides in carrying out the activities program.
- *7. Meet with DON as needed and participate in staff meetings to keep staff performing at optimum level.
- *8. Receive or place calls to physicians and follow through with physician's orders.
- *9. Handle the preparation and administration of prescribed medications.
- *10. Order all new medications and refills; administer all medications and chart same.
- *11. Monitor condition of medication room, cart, and refrigerator.
- *12. Chart on his/her shift in accordance with facility policy, state guidelines and residents status.
- *13. Recognize significant changes in the condition of the resident and take necessary action.
- *14. Communicate with resident families and respond in an appropriate, professional manner.
- *15. Supervise serving of prescribed diets and fluid intake; report persistent unresolved problems to the physician and/or DON or appropriate discipline.
- *16. Timely and accurately prepare incident reports.
- *17. Timely and accurately complete admission assessments and appropriate discharge documentation.

- *18. Detect and correct situations that have a probability of causing accidents or injuries to residents or others.
- *19. Intervene in resident disputes or disruptive behavior, if necessary, to maintain proper unit harmony and resident safety.
- *20. Monitor nursing equipment; report equipment problems or malfunctions to appropriate personnel.
- *21. Maintain customer service oriented attitude and demeanor.
- *22. Monitor and respond to resident call lights as needed.
- *23. Maintain compliance with all Buckner policies, procedures and requirements. Maintain compliance with all state and federal laws and regulatory requirements.
- *24. Work successfully as part of a team and responsible for developing then maintaining strong working relationships with co-workers.
- *25. Attend and participate in staff meetings and training as required.
- *26. Perform general office tasks as required.
- 27. Perform special assignments, projects, and other duties as required.

Numbers 1-12, 15-17, and 23 are considered Primary Duties for this job.

* Indicates an essential function of the job.

Required skills and experience:

1. Requires basic understanding of a specialized area of knowledge normally acquired through four years of high school, plus two years of college or vocational school and appropriate license/certification. Ability to understand and carry out moderately complex oral and written instructions required.
2. Requires graduation from an accredited school of nursing. Must hold current Texas licensure as licensed vocational nurse. Completes and/or meets training, certification required by Buckner and State.
3. Knowledge of general nursing theory and practice, including basic knowledge related to nursing, such as drugs, biological, physical, social, and medical sciences, and their application required. Working knowledge of infection control, universal precautions and OSHA standards required.
4. Knowledge of principles and methods involved in in-service instruction of nursing and auxiliary personnel, in demonstrating techniques and methods of patient-care services, and instruction of resident's needs required.
5. Requires familiarity with medical diagnoses, procedures, and accepted medical treatment patterns; knowledge of procedures and techniques necessary to administer medication and treatment as prescribed by physician; knowledge of medications and possible side effects.
6. Requires proficient ability to speak, read and write English.
7. Requires ability to communicate verbally with residents, families, visitors and co-workers. Requires ability to make self clearly understood by others.
8. Work deals mostly with areas such as preparing and reading data and figures, client records, medical orders, visual inspection involving small details, using measurement devices, dispensing medicines. Visual work is primarily close to observer. Depth perception to distinguish small details and markings very near to the observer. Color perception for some tasks (e.g., dispensing medications, assessment of resident condition) is important.

9. Position requires bending, stooping, twisting, turning, reaching, lifting, carrying, pulling, pushing, climbing, kneeling, walking, and standing over 75% of shift.
10. Requires ability to recognize differences in sound, such as voices/noises that are loud and playful instead of angry and combative.
11. Requires ability to exercise independent judgment under broad nursing case guidelines. Exercises initiative, patience, tact, and confidentiality; demonstrates administrative and leadership ability; ability to analyze and evaluate objectively. Works under little direct supervision.
12. Requires ability to establish and maintain effective working relationships with other employees and the public; ability to meet emotional and physical demands of residents and to help insure their dignity.
13. Requires ability to maintain composure, positive attitude and awareness of priorities in an environment of stress and frequent interruptions.
14. Requires ability to keep somewhat detailed records and prepare routine reports.
15. Requires ability to follow and adhere to all Buckner and regulatory body requirements.
16. Requires ability to comply with Patient rights, all regulatory requirements, and all company policies and procedures as stated now and in the future.
17. Requires ability to maintain confidentiality.
18. Proficient working knowledge and ability to accurately and timely operate and perform computer related tasks with specific equipment and software applications required.
19. Requires commitment to Christian principles and teachings both professionally and personally.
20. Requires ability to use up to 50 pounds of force occasionally and/or up to 20 pounds of force frequently and/or 10 pounds continuously to move objects.
21. Requires ability to walk, stand and sit, sometimes for prolonged periods of time.
22. Requires sufficient good health to properly discharge duties. Employees shall not be permitted to work who have infectious disease of skin lesion for the duration of the communicability.

**Contact: Human Resources
 Parkway Place
 1321 Park Bayou Drive
 Houston, TX 77077**

**Phone: 281-556-9200
Email: resume@buckner.org**

Buckner Retirement Services, Inc. is an Equal Opportunity Employer.