



## LICENSED PRACTICAL NURSE (LPN)

<b>Department</b>	Clinical	<b>Direct Care Non-Direct Care</b>	Non-Direct Care
<b>FLSA Status</b>	Exempt	<b>Exemption Type</b> <i>(HR Use Only – Check all that apply)</i>	<input type="checkbox"/> Executive <input type="checkbox"/> Computer <input type="checkbox"/> Administrative <input checked="" type="checkbox"/> Professional <input type="checkbox"/> Outside Sales
<b>Reports to</b>	Lead RN or Director		
<b>Supervises</b>	NA		
<b>Original Date</b>	1-27-24	<b>Revised Date</b>	New

### JOB SUMMARY

*Job summary should specify the nature and purpose of the job. Please provide one to two sentences starting with an action verb, followed by the aim of the position that identifies the primary result of the position.*

As part of the clinical team of a Health Home Care Coordination Organization, the Licensed Professional Nurse (LPN) works in collaboration with Registered Nurses, Behavioral Health Specialists, Care Coordinators, and Care Coordinator leadership to support people with developmental disabilities by proactively identifying current or potential health disparities, providing health promotion activities, facilitating referrals, and reviewing health records/assessments. This position commits to a respectful, just, and supportive environment for individuals and coworkers aligning with the company's commitment to diversity, equity, inclusion and belonging.

### ESSENTIAL FUNCTIONS

*List the essential job functions or responsibilities. Typically, most jobs have between 8 to 12 essential functions. It is critical to note that not every function of the position should be deemed as essential. Essential functions should include only those items that are "critical for getting the job done" or "accountabilities".*

- Operate in a trauma-informed manner
- Provide monitoring of physical health information
- Serve as a consultant in situations where medical expertise is required
- Support care coordination with in-person assessments as clinically needed
- Develop creative and effective interventions to assist with supporting people receiving Care Coordination services
- Conduct assessments and assist in developing Life Plans as needed and appropriate
- Conduct clinical reviews for individual specific needs or overall program trends and outcomes



- Participate in case conferences with care coordination to ensure continuity of care
- Develop, provide health literacy resources and training for team members.
- Assist Care Coordinators with the interpretation of assessments and screening tools, recommend additional screenings or assessments when appropriate, and facilitate access to preventative health screenings.
- Occasional travel to assess for health and safety, provide education, or other in person duties as necessary or assigned
- Assist with reconciling medication issues, discharge plans, referrals to specialists, and other health related tasks

#### **OTHER DUTIES**

*List other non-essential job functions or responsibilities. May wish to include in the list “performs other duties as assigned”.*

- Other duties as required.

#### **KNOWLEDGE, SKILLS & ABILITIES**

*List required knowledge, skills and abilities needed for the job.*

- Knowledge of developmental disabilities, chronic disease, and social determinants of health
- Ability to engage people with Intellectual/Developmental Disabilities
- Ability to speak and convey medical information to groups of people
- Knowledge of person-centered planning regulations
- Ability to build relationships and effectively communicate
- Demonstrates cultural competence
- Demonstrates ethical and professional responsibilities and boundaries
- Demonstrates capacity to use Health Information Technology to facilitate communication
- Strong computer literacy
- Knowledge of confidentiality regulations/HIPPA
- Ability to prioritize and complete work in timely manner
- Ability to work independently
- Ability to provide guidance in a clear, concise manner
- Knowledge of trauma-informed practice
- Ability to clearly communicate orally and in writing



- Proactively approaches professional responsibilities
- Familiarity with person-first, person-centered planning concepts

## EDUCATION & EXPERIENCE

List required education and/or experience needed for the job.

- LPN with 2+ years serving at risk populations, or 10 years nursing experience, **required.**
- At least 2 years of experience working with people with intellectual/developmental disabilities **required.**
- Familiarity with person-first, person-centered planning concepts **preferred.**

## PHYSICAL REQUIREMENTS

List physical requirements of the job and indicate how often the team member is required to perform these requirements. The physical demands described here are representative of those that must be met by a team member to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Activity	Frequency			
	N/A	Rarely	Occasionally	Regularly
Travel	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Ambulate	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Drive	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Type/Keyboard	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Twist/turn	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Stand	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Sit	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Talk	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Hear	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Use hands and fingers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Repetitive Motion	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Close vision	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Peripheral Vision	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Depth of Perception	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ability to see color	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lift up to 5 lbs.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lift up to 10 lbs.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lift up to 20 lbs.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lift up to 50 lbs.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lift up ____ lbs.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



Carry	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reach	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Push	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Climb	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Pull	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Stoop	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Kneel	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Crouch	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Crawl	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Balancing	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

### ENVIRONMENTAL CONDITIONS

List environmental conditions of the job and indicate how often the team member is exposed to these conditions.

Physical Activity	Frequency			
	N/A	Rarely	Occasionally	Regularly
Office environment	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Moderate noise	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Loud noise	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Extremely loud noise	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Confined area	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Exposure to bloodborne pathogens or bodily fluids	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Exposure to allergens	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Exposure to chemicals	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Exposure to airborne pathogens	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Exposure to dim lighting	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Exposure to bright lighting	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Exposure to heights or high precarious places	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Extreme heat/humid conditions	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Outdoor conditions	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

I can, with or without reasonable accommodation(s), perform the essential functions of this position:



Team Member Signature: \_\_\_\_\_

Date: Click or tap to enter a date.

Supervisor Signature: \_\_\_\_\_

Date: Click or tap to enter a date.

HR Reviewed Signature: Michelle Hoffman

Date: 2/29/2024