

Licensed Practical Nurse (LPN)

Position Summary

Under the supervision of the Director of Nursing, the Licensed Practical Nurse (LPN) is responsible for managing the medical needs of individuals receiving services.

Position Responsibilities

- Evaluates needs of individuals served, assuring individuals have appropriate medical appointments including but not limited to primary care physician visits, dental exams, specialty consults, physical therapy, and laboratory testing.
- Ensures individuals served attend necessary appointments by communicating with the Program Managers and CTH Coordinators.
- Communicates with Nursing and Residential staff concerning individual illnesses, concerns, or medication changes.
- Contacts families/guardians for assigned individuals regarding appointment scheduling, outcomes of appointments (including medication changes), and health concerns.
- Reviews Physician's Order Sheets and Medication Administration Records for accuracy monthly for assigned individuals.
- Ensures that all new orders for assigned individuals have been transcribed correctly in the Medication Administration Record at the residence.
- Communicates with Medication Coordinator to ensure that a continuous supply of medication is available, and that all new orders are started within 24 hours.
- Ensures test results and ordered follow-ups have been communicated with the ordering health care provider, and that recommendations for any order change have been followed.
- Provides support to residences and advises staff on appropriate treatment and care.
- Uses developmentally appropriate teaching methods to instruct staff, individuals served, and families based on identified health needs.
- Maintains medical charts for assigned individuals, ensuring that all documentation is accurate and complete, and that all records have been filed appropriately.
- Maintains consumer confidentiality according to the HIPAA.
- Documents medication error(s) according to policy.
- Completes other duties as assigned by the Director of Nursing.

Essential Skills and Experience

- Graduate of accredited practical nurse or vocational nursing program with current LPN license held in good standing with the South Carolina State Board of Nursing or
- Licensed Practical Nurse with current certification and in good standing with American Medical Technologist Board of Directors.
- Current CPR & first aid certification
- Valid SC driver's license
- Demonstrates the ability to work effectively with others.
- Behaves in a professional and ethical manner, using appropriate professional judgment during stressful periods of time.
- Prioritizes and manages time effectively to assure completion of assigned duties.
- Displays positive interactions with coworkers, individuals served, and families.
- Promotes an environment of care.
- Prior experience in the health-related field and individuals with developmental disabilities preferred

Thrive Upstate is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability or protected Veteran status.