

## **JOB DESCRIPTION**

**JOB TITLE:** Charge Nurse LPN LVN  
**DEPARTMENT:** Wellness  
**CATEGORY:** Hourly/Nonexempt  
**REPORTS TO:** Wellness Director

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At Vitality, our mission is to create vibrant communities where residents, families and team members can be themselves, live purposefully and experience a profound sense of belonging. We are looking for an experienced, vibrant leader with a proven track record for success who can make our mission come to life. Keeping focused on our care values, we strive each day to ensure that our residents remain connected and purposeful.

### **GENERAL PURPOSE:**

Leads by example and leads other to promote successful aging by understanding the needs and preferences of residents. Leads others to develop a well-trained compassionate Wellness team to promotes dignity and choice. Leads the business to achieve positive business and performance results. Ensure a productive, safe, and professional environment for all community team members. Promote a positive community image that supports a fully occupied community.

### **RESPONSIBILITIES:**

*All responsibilities are to be performed within scope of practice per state or provincial regulations.*

- Administer or assist residents to self-administer medications and treatments.
- Measure vital signs and weight.
- Collect, store, and ensure transport of certain specimens for laboratory studies.
- Adhere to all medication room systems per policy.
- Communicate with physicians via telephone, fax, and Physician Communication forms.
- Implement physician orders.
- Ensure physician orders, laboratory reports, and other data is scanned and filed in resident charts.
- Document pertinent information in Nursing Notes and elsewhere per policy (e.g., incident reports).
- Communicate with Director of Wellness per policy.
- Adhere to home health and hospice protocols.
- Adhere to emergency protocols, including performing CPR and administering first aid as necessary.

- Act as community supervisor when management staff is not present.
- Supervise Personal Care Specialists to ensure daily completion of their duties.
- Assist in the development and revision of service plans by informing Director of Wellness of current resident needs and preferences as well as successful service approaches.
- Take notice of resident concerns (as reported by Personal Care Specialists or Medication Attendants, as listed in observation and reporting sections of Medication Assistant Resource or in-service plans) and report such problems to Director of Wellness.
- Read Communication Log at beginning of each shift; enter pertinent information in Communication Log by end of each shift.
- Read Shift Change Notes at beginning of each shift; enter pertinent information in Shift Change Notes by end of each shift.
- Attend and participate in onboarding, annual and in-service training and team member meetings, as requested.
- Perform other duties as directed by Director of Wellness.

**SKILLS and QUALIFICATIONS:**

- Must be at least 21 years old.
- Demonstrate ability to communicate effectively in English, both verbally and in writing.
- Meet state or provincial health related requirements.
- Maintain current professional license if LPN/LVN.
- Maintain current CPR certification if LPN/LVN.
- Maintain any other certifications as required by state or provincial regulations.

**PHYSICAL REQUIREMENTS:**

Physical Demands include: Standing, Walking, Sitting, Bending, Reaching, Pushing, Pulling, Climbing Stairs, Grasping, Manual Dexterity, Stooping, Kneeling, Crouching, Vision Acuity, Talking, and Hearing.

The weight determined to be appropriate for a LPN to lift with or without reasonable accommodations is up to 50 lbs.

**EXPOSURE RISK CLASSIFICATION:**

May perform unplanned tasks involving exposure to blood, bodily fluids, or tissue which may contain AIDS, HIV, and Hepatitis A, B, and C viruses.



**ACKNOWLEDGEMENT:**

I have read this job description. I certify that I am qualified to perform the essential functions of the position, with or without reasonable accommodations, and without posing a direct threat to myself or others. Accommodations Required (list accommodations required to enable you to perform these duties):

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name