



Job Title:	Licensed Practical Nurse (LPN)	Department	Nursing Administration
Status:	Hourly/Non-Exempt	HR Revision Date (Date/Initials):	6-1-2024 (BJ)
Manager Report:	Chief Clinical Services Officer		

About the Organization

Inspiration Ministries (IM) is a faith-based provider of services and programming for adults with disabilities located near beautiful Lake Geneva, Wisconsin. IM stands out from other residences because of our warm, loving, family environment and Christ-centered vision. Residents are treated with dignity and respect by a staff that is passionate about seeing each person grow in his or her highest level of independence.

Mission Statement

Opening a world of opportunities for people living with disabilities to thrive and achieve their God-given purpose.

STARS Standards

Inspiration Ministries' employees agree to a high standard of conduct as defined by our STARS standards:

- **Servant** – One who is humble, helpful, committed and empathetic.
- **Team** – One who draws people together, unifies, encourages shared ideas, and fosters open communication.
- **Achiever** – One who is loyal to the mission and goes above and beyond to achieve goals that move the ministry forward.
- **Respect** – One who is kind, patient, and affirms the value of others while being open and approachable.
- **Skilled** – One who uses their knowledge, gifts, skills, and expertise to perform their job exceptionally, is teachable, and continually pursues professional growth.

Licensed Practical Nurse (LPN)

Primary Purpose:

The L.P.N. should be a flexible, emotionally controlled person who interacts well with others and is willing to perform a variety of tasks in order to meet the total care needs of the assisted living (AL) resident. The L.P.N. will assist adult residents with various levels of physical or functional impairment with medications and treatments which they are unable to perform without help, fostering at all times residents' independence and freedom of choice. All responsibilities will be conducted in a manner which is consistent with the philosophy of CBRF and/or Assisted Living, is in accordance with Inspiration Ministries policies and procedures, and ensures the highest degree of quality.

Foundational Requirements

- Consistently demonstrate a strong Christian witness and humble spirit toward residents, employees and volunteers, colleagues, and all constituent groups.
- Actively promote what is being accomplished as a testimony to God's provision.
- Remain updated on all aspects of ministry programs and services.
- Completes assigned training on time.

Major Job Responsibilities

- Provides hands on, nursing care for residents, as needed. The LPN provides day to day execution and supervision of resident care procedures.
- Assists Chief Clinical Officer to achieve state and federal regulatory compliance with DHS 83 and 89.
- Ensures residents have access to external health care services by maintaining positive relationships with primary care physicians, medical specialists, dentists, optometrists, mental health providers, etc., and assists in the scheduling of annual exams and vaccinations.
- Maintains high Quality Assurance standards, participates in clinical quality improvement plan.
- Works in collaboration with the Chief Clinical Officer to oversee medication management, including monthly and annual reviews with pharmacy, medication check-in processes, and refill requests with nursing staff, medication paper MAR management, while establishing excellent working relationships with the pharmacists, including the tracking and documentation of medication distribution, errors and corrective action.
- Oversees monthly and annual medication reviews / compliance, including psychotropic medications and annual medication cart audits by pharmacy.
- Service Plans (ISP) – In collaboration with the Resident Services Director, Resident Care Coordinator and Chief Clinical Officer, provides input on the creation, evaluation, updating of comprehensive, customized care plans (on an annual basis or when there is a change in condition) for each resident that is based on their individual interests, needs, and desires.
- Delegates, collaborates and maintains excellent communication with caregivers and other departments to ensure the highest level of care is provided to each resident. Provides guidance, supervision and clinical input on resident care, nutrition, disease and chronic condition education and management, mental and behavioral health education and management, and living accommodations and assistance needs as outlined in the Individual Service Plan (ISP).
- Oversees physician orders for residents, communication, coordinates clinical support (therapies, counselling, wound care, and additional support as needed), including overseeing various laboratory and vaccination procedures and documentation.
- Regularly reviews/audits electronic medical records to maintain compliance with all local, state, and federal agencies.
- In collaboration with the Resident Services Director, Resident Care Coordinator and Chief Clinical Officer maintains productive relationships and regular communication, as required, with Managed Care Organizations.
- In collaboration with the Resident Services Director and Chief Clinical Officer, assists in training for staff, including the required medication competency check-offs for new hires and on boarding of new nurses and caregivers.
- Oversees resident appointment scheduling and transportation schedule.
- Maintains reports, records, and charts for regulatory compliance, taking corrective action as needed under the guidance of the Chief Clinical Officer.
- Ensures a culture of safety, which includes immediately addressing unsafe actions and conditions, and educating staff and residents. Collaborates on timely incident reporting and appropriate interventions. In collaboration with the Chief Clinical Officer, immediately investigates, documents and reports actual or suspected caregiver misconduct, neglect, and/or misappropriation. As well, proactively responds to and collaborates with the Director of Resident Services/ Chief Clinical Officer regarding other resident or staff complaints, grievances, or concerns.
- Develops and maintains relationships with a hospice team, visiting nurses, therapy, guardians, family and any additional community support resources, and coordinates medical services as needed.
- Collaborates with Resident Care Coordinator on conducting assessments and processing potential new admissions or discharges.
- Maintains all continued education and certifications required for employment.
- Maintains resident and staff confidentiality according to HIPPA.
- Practices to the full scope and compliance of the Wisconsin Nurse Practice Act.

Other

- Provides additional training/assistance to nursing staff and caregivers when necessary.
- Assists in identifying and resolving nursing department issues and needs.
- Ensures staff follow established nursing policies and procedures.
- Encourages, models and ensures a collaborative, team approach to accomplish IM’s mission of helping people with special needs thrive.
- Proactively participates in creating and maintaining documentation needed for possible state surveys and investigations.
- Other duties as assigned.

Education and Experience

Years of Experience	2 years working in CBRF or LTC experience preferred.
Education	Associate’s Degree or Equivalent
Certifications & Requirements	<ul style="list-style-type: none">• Current WI LPN licensure in good standing• Maintains CEUs as required by the State of Wisconsin• Maintains active CPR certification within 6 months of hire• Valid Driver’s license with clean driving record.• Ability to lift up to 50 lbs.• Ability to push, pull and move 125 lbs in wheelchair

This job description is not intended to be all inclusive. Therefore, the employee may be requested to perform other reasonable duties as assigned by the immediate supervisor or other management as required. Inspiration Ministries reserves the right to revise or change job duties as business requirements dictate. It is mutually agreed the job description does not constitute a written or implied contract of employment. It is also understood the company reserves the right to change work schedules as required. By signing the attached job description, you indicate your understanding of the scope of this position and commitment to fulfilling the duties as assigned by the Chief Clinical Officer.

Name

Date