

Start Rate: RN \$25.84 / LPN \$18.60  
Shift Differential: \$2.50 PM / \$1.50 Night  
Sign-On Bonus (benefit positions): RN \$4,000 / LPN \$3,000



# RN or LPN

**(RN \$4,000 / LPN \$3,000 Sign-on Bonus)**

**Orchard Manor** is recruiting for an RN or LPN to work a benefit eligible position. Benefits include Grant County insurance and State of Wisconsin Retirement.

## Position:

64 hours minimum; may be scheduled up to 80  
Night / PM Shifts (mostly night shift 10 p.m. to 6:30 a.m.)  
Hours are per two-week pay period  
Schedule includes every other weekend

## Minimum Qualifications

### LPN: Education

1. Graduate of a program of Practical Nursing approved by the State Board of Nursing
2. Current licensure to practice practical nursing in the State of Wisconsin
3. Continuing participation in appropriate inservice educational programs essential

### Experience

- No previous experience required except that received during the LPN educational program

### RN: Education

1. Graduate from any approved school of professional nursing
2. Current licensure in Wisconsin or eligible to write the Wisconsin State Board exam
3. Record of continuing participation in program for personal and professional growth

### Experience

1. May be a beginning experience
2. Previous experience as a professional nurse and academic degree will be considered at time of employment

**How to Apply:** An [Orchard Manor Employment Application](#) and job description ([RN](#) or [LPN](#)) may be obtained at [www.co.grant.wi.gov](http://www.co.grant.wi.gov) or by contacting Orchard Manor's HR/Payroll Assistant at (608)723-2113. **Letter of interest, resume, and Orchard Manor Application are required.** Application materials will be accepted at the following location until the position is filled.

**HR/Payroll Assistant  
Orchard Manor  
8800 Hwy 61  
Lancaster WI 53813**

*This is an **Affirmative Action/Equal Employment Opportunity employer** (AA/EEO). All qualified applicants are encouraged to apply including minorities, veterans, women, and persons with work related limitations.*



@GrantCountyEmploymentOpportunities

## GRANT COUNTY JOB DESCRIPTION

**TITLE:** RN

**DEPARTMENT/ AGENCY:** Orchard Manor

**IMMEDIATE SUPERVISOR:** Nurse Manager

**PAY GRADE:** OM J

**FLSA:** Not Exempt

### **NATURE OF WORK**

Under the leadership of the Nurse Manager, the Staff/Charge Nurse participates in planning, implementing, and supervising total resident care on assigned units. Exercises professional judgment and performs in accordance with Orchard Manor Administrative and Nursing Department policies and procedures and established professional nursing standards. Supervises and evaluates subordinate staff in the exercise of their duties. Function as the Employee Health Nurse in emergency situations.

### **MINIMUM QUALIFICATIONS**

#### Education:

1. Graduate from any approved school of professional nursing
2. Current licensure in Wisconsin or eligible to write the Wisconsin State Board exam
3. Record of continuing participation in program for personal and professional growth

#### Experience:

1. May be a beginning experience
2. Previous experience as a professional nurse and academic degree will be considered at time of employment

#### Knowledge, Skills and Abilities:

1. Ability to organize and effectively direct nursing personnel
2. Social and communication skills essential to establish leadership and obtain cooperation; intradepartmental coordination requires good grasp of total operation

### **ESSENTIAL FUNCTIONS**

1. Performs assessment of residents; identifies needs; formulates nursing care plan based on the assessment and physician's treatment plan; implements and directs care in conjunction with other nursing personnel; evaluates resident's responses to care and treatment and revises care plan accordingly
2. Attends Total Plan of Care (TPOC) or Individual Program Plan (IPP) conferences when assigned. Collaborates with other professional departments in the formulation of the Total Plan of Care (TPOC) or Individual Program Plan (IPP)
3. Keeps accurate documentation of care, resident response, and change in condition; reports significant changes to the Nurse Manager and physician
4. Is responsible for knowing the physical plan of the institution, such as, the location of therapeutic, diagnostic and emergency equipment. Knows emergency, fire, and disaster procedures
5. Performs admission and discharge procedures as dictated in policy and state code; makes appropriate documentation in medical record and identifies resident problems in care plan
6. Maintains the confidentiality of all resident information
7. Provides continuity of care to the resident by following care plan and programs and techniques established in other therapy departments
8. Prepares, administers, and documents medications and treatments; documents therapeutic and adverse reactions to medications/treatments

9. Assumes responsibility for own professional growth and development through self-study and attendance at appropriate educational programs within and outside the institution; helps with inservice programs
10. Will maintain current knowledge of professional nursing practice and emergency technique
11. Promotes and maintains a safe environment conducive to the physical, spiritual, and emotional well-being of the resident
12. Orients and instructs new residents and relatives on routine health care procedures and on services available in the nursing home
13. Gives resident care instructions; interprets and demonstrates care procedures and treatments to other nursing personnel assigned
14. Informs the Nurse Manager of any problems or needs of the unit's physical environment, supplies, and/or equipment
15. Observes and enforces the observance of the policies, procedures, and regulations of the Nursing Department. Participates in Nursing Department Committee Assignments
16. Keeps work area neat and orderly
17. Assists in the training and inservicing of nursing personnel as requested by and under the direction of the Director of Nursing
18. Participates in staff development programs sponsored by Orchard Manor and the inservice programs of Nursing Service
19. Teaches and performs ADL activities as needed: bathing, dressing, toileting, etc.
20. Evaluates assigned nursing personnel within one month of scheduled evaluation time. Treats all employees fairly. States goals clearly for next evaluation
21. Performs related duties as assigned or observed as necessary

### **SUPERVISION RECEIVED**

Under the direction of the Nurse Manager

### **SUPERVISION EXERCISED**

Supervises nursing assistants, LPN's, and other subordinate staff

### **ENVIRONMENTAL FACTORS**

**Work Setting and Environment:** Indoors, climate controlled setting; may work in humid conditions when needed

**Equipment Used:** Electronic thermometer; med cart; hoier lifts, Sara lifts; wheelchairs, geri-chairs; oxygen containers; along with other equipment pertinent to the completion of job duties

### **Strength:**

1. Able to frequently transfer, lift, turn or assist a resident to or from bed, wheelchair, hoier lift, toilets, tubs, and showers; this requires the ability to push, pull, and lift from approximately 25-75 pounds unassisted
2. Push/pull residents weighing up to 400 pounds in wheelchairs and geri-chairs, with assistance of either staff or assistance devices as determined by nurse and or protocol; reposition residents weighing up to 400 pounds, with assistance, in chairs and in bed to assist with treatments, hygiene, and comfort needs

### **Mobility:**

1. Stand or walk up to 80% of up to a 12 hour day to provide resident assessment, care and assistance
2. Able to stoop, bend, twist, and squat to reach lower drawer of med carts, reach resident items, and adjust bed mechanisms
3. Occasionally reach overhead to obtain supplies and medications
4. Able to deal with combative residents safely

### **Manual Dexterity:**

1. Able to use hands and arms to carry trays, position residents, take pulses, and temperatures, adjust bathtub temperature and use other equipment listed
2. Simple manipulative skills are required to consistently manipulate wheelchairs through doorways, med carts, moving linen carts, etc.
3. Arm/hand steadiness necessary for measuring and administering medications

**Speech:** Able to speak and understand English to communicate with residents and co-workers

**Sensory Requirements:**

1. Able to see objects 30 feet for identification of residents, call lights and unusual occurrences on unit
2. Able to see objects close to read care plans, thermometers, and observe changes in resident's condition
3. Able to hear and distinguish normal sounds with background noise ranging from conversational levels to high pitched sounding alarms; distinguish sounds via stethoscopes, respiratory status of resident and interpret low voice levels

**Cognitive Requirements:**

1. Ability to concentrate on moderate and/or fine detail with frequent interruptions
2. Attention span ranging from 10-60 minutes to perform minimal to fine detailed tasks related to nursing function
3. Ability to comprehend oral and written instruction, complex directions and specific ideas behind actions
4. Able to follow, complete and remember verbal and written messages, information and task assignments for long periods of time
5. Able to read, write, and communicate in English to develop, and follow written plan of care, check medications for accuracy and follow doctors' orders

**EMPLOYEE RESPONSIBILITY IN AN EMERGENCY:** Expected to respond to emergency situations involving the safety to residents, other employees and the facility. This includes the ability to assist with a possible evacuation of residents. Employee must participate in O.M. emergency plan as assigned.

**CLOSING STATEMENT**

This description has been prepared to assist in evaluating duties, responsibilities and skills of this position. It is not intended as a complete list of specific responsibilities and duties, nor is it intended to limit duties to those listed. It is understood that the supervisor has the right to assign, direct, and modify duties and responsibilities.

Revised 01/01/2018

## GRANT COUNTY JOB DESCRIPTION

**TITLE:** LPN

**DEPARTMENT/ AGENCY:** Orchard Manor

**IMMEDIATE SUPERVISOR:** Director of Nursing, Nurse Manager/Charge Nurse (RN)

**PAY GRADE:** OM G

**FLSA:** Not exempt

### **NATURE OF WORK**

Summary of Duties: Under the supervision of the Nurse Manager/Charge Nurse (RN) and in accordance with Orchard Manor policies and procedures, the LPN participates in the planning, implementation and evaluation of nursing care in complex situations; independently gives nursing care in routine situations; observes, records, and reports resident's symptoms, reactions, and changes; assists in the rehabilitation of residents and performs related nursing duties as assigned. Supervises subordinate staff in the exercise of their duties and ensures employee observance of policies, regulations, and standards of conduct and work performance on his/her unit(s).

### **MINIMUM QUALIFICATIONS**

#### **Education:**

1. Graduate of a program of Practical Nursing approved by the State Board of Nursing
2. Current licensure to practice practical nursing in the State of Wisconsin
3. Continuing participation in appropriate inservice educational programs essential

**Experience:** No previous experience required except that received during the LPN educational program

#### **Knowledge, Skills and Abilities:**

1. Ability to direct and supervise Certified Nursing Assistants
2. Ability to communicate effectively with residents, representatives, and staff

### **ESSENTIAL FUNCTIONS**

Under general direction

1. Observes resident's condition within guidelines of nursing practice acts; records findings
2. Assists in the development and revision of TPOC plans by providing input on clinical observations; implements TPOC as directed
3. Performs prescribed therapeutic measures under the direction of the RN
4. Keeps accurate record of care, medications and treatments administered and on patient response to same; reports significant changes in condition to Charge or Head Nurse
5. Observes residents to determine physical, mental, emotional, and spiritual needs and relays such information to Charge/Head Nurse
6. Provides resident care instruction and demonstration of care procedures to Nurse Assistants as directed or as necessary
7. Informs the Head/Charge Nurse of unit needs pertaining to physical environment, supplies, and equipment
8. Provides direction to the Nursing Assistant in care delivery and assures proper implementation of plan of care
9. Performs CNA evaluations as assigned
10. Instructs residents and relatives of patients on routine health care procedures and on the services available in the institution

11. Works cooperatively with personnel of the unit, promotes cooperation between nursing units and other departments
12. Participates in staff development program sponsored by Orchard Manor and the Inservice programs of Nursing service as well as other continuing education offerings
13. Maintains the confidentiality of all resident information
14. Keeps work area neat and orderly
15. Performs related duties as assigned or observed as necessary

### **SUPERVISION RECEIVED**

Supervised by Director of Nursing, Nurse Manager/Charge Nurse (RN)

### **SUPERVISION EXERCISED**

Supervises Nursing Assistants assigned on unit as directed by Nurse Manager/Charge Nurse

### **ENVIRONMENTAL FACTORS**

**Work Setting and Environment:** Indoors, climate controlled setting; may work in humid conditions when needed

**Equipment Used:** Electronic thermometer; med cart; hoier lifts, sara lifts; wheelchairs, geri-chairs; oxygen containers; along with other equipment pertinent to the completion of job duties

#### **Strength:**

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#### **Mobility:**

1. Stand or walk up to 80% of up to a 12 hour working shift as deemed necessary to meet facility needs to provide resident assessment, care and assistance
2. Able to stoop, bend, twist, and squat to reach lower drawer of med carts, reach resident items, and adjust bed mechanisms
3. Occasionally reach overhead to obtain supplies and medications
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#### **Manual Dexterity:**

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Revised 01/01/2018