



# Orchard Manor Licensed Practical Nurses

*Rewarding work environment  
Affordable health insurance  
Wisconsin State Retirement Pension  
Paid Vacation at Hire*

- 
- *Hiring Bonus*
  - *Weekend Differential*
  - *Free Paid Certified Nurse's Assistant Training*
  - *General Shift Times:*
    - 6 a.m. to 2:30 p.m.
    - 2 p.m. to 10:30 p.m.
    - 10 p.m. to 6:30 a.m.

## **Pay and Position Information:**

Please see the below job description as well as the Pay and Bonus information link on Grant County's website [www.co.grant.wi.gov](http://www.co.grant.wi.gov) (employment opportunities).

## **How to Apply:**

An Orchard Manor Employment Application is at the above listed website and may also be obtained by contacting Orchard Manor Human Resources at (608)723-2113. Application materials can be submitted by mail, in person, or via email ([employment@co.grant.wi.gov](mailto:employment@co.grant.wi.gov)). Mailing Address: Human Resources, Orchard Manor, 8800 Hwy 61, Lancaster, WI 53813.

## **Questions?**

Contact Orchard Manor Human Resources at (608)723-2113.

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:** LPN**DEPARTMENT/ AGENCY:** Orchard Manor**IMMEDIATE SUPERVISOR:** Director of Nursing, Nurse Manager/Charge Nurse (RN)**PAY GRADE:** OM H**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; hoist lifts, stair 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, hoist 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 the assistance of either staff or assistance devices as determined by nurse and/or protocol; reposition residents weighing up to 400 pounds with assistance of either staff or assistance devices, 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 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
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 01/02/2022