

ST. CLAIR ASSOCIATED VOCATIONAL ENTERPRISES, INC.



Job Title: Licensed Practical Nurse – Part Time

SUMMARY DESCRIPTION:

Under the direct supervision of the Nurse Trainer and the Associate Executive Director the LPN has the responsibility for dispensing medication and providing medical support for SAVE. The LPN will implement these responsibilities in accordance with standard professional guidelines for the safe and effective administration of medications to consumers in the day program setting, ensuring that it is carried out in accordance with S.A.V.E. policies and procedures as well as all applicable state and federal regulations.

Within established and approved policies, standards and practices and in coordination with the Nurse Trainer, the LPN will exercise independent decision making with respect to assigned responsibilities. The Nurse Trainer will ensure the provision of all consumer rights including those related to confidentiality in the handling of personal health information.

Typical Hours: 11:00 AM until 2:00 PM. Monday through Friday

TYPICAL RESPONSIBILITIES:

Pass medications as prescribed to consumers involved in day program activities in accordance with Illinois Rule 119.

Document medication administration and daily nursing notes as required.

Administer tube feedings to consumers as required.

The LPN will provide nursing care to ill consumers and emergency care as needed to consumers attending SAVE programs while the nurse is on grounds.

Complete monthly MARs.

Act as liaison with residential setting and health care providers regarding consumer illness, injury, or physical/medical needs.

Count and record any controlled medications.

Administer any PRNs to ensure appropriate use and needed documentation.

Check medications for expiration dates.

Coordinate health care needs of consumers at day program with Nurse Trainer and/or designated QMRP

TYPICAL EMPLOYMENT STANDARDS:

EDUCATION/EXPERIENCE

1. Licensed Practical Nurse training/licensure.
2. One (1) year professional work experience.

LICENSES

Licensed Practical Nurse State of Illinois.