



## **Job Description**

**Job Title:** Assisted Living LPN  
**Department:** Senior Services  
**Reports To:** Clinical Nurse Manager  
**FLSA Status:** Non-exempt  
**Prepared By:** Human Resources  
**Prepared Date:** 12/2005  
**Approved By:** Clinical Nurse Manager  
**Approved Date:** 12/2005  
**Revised Date:** 08/09/2023

### **SUMMARY**

Supervises and coordinates the operations of Assisted Living services by performing the following duties personally or through appropriate delegation. This position works closely with the Assisted Living Coordinator and under the direction of the Clinical Nurse Manager.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

Essential duties and responsibilities of the Assisted Living LPN include the following. Other duties may be assigned.

Supports and helps maintain a positive image of Bigfork Valley. Must be committed to creating excellent experiences for all who come into contact with Bigfork Valley.

Smiles and greets everyone in a friendly manner.

Evaluates staff, adjusting hours and shifts as necessary with close communication with the Administrative Assistant. Any changes in shifts must be discussed with the Clinical Nurse Manager.

Orients new staff and assures that training and education needs of staff are met.

Coordinates activities and the work assignments of staff members.

Evaluates activities to ensure resident care, staff relations, and efficiency of service.

Assist with the nursing admission of all residents.

Performs nursing care and visits residents to ensure that nursing care is carried out as directed and treatment is administered in accordance with physician instructions.

Develops, implements, and evaluates policies, goals, and objectives with the Clinical Nurse Manager.

Participates in the development and modifications of Assisted Living services.

Assist with marketing services and community education

Participates in infection control, discharge planning, utilization review, case management, and quality assessment activities and analysis and reports any issues to the Clinical Nurse Manager.

Interprets and enforces department and institution policies.

Participates in the development and monitoring of the unit budget.

Participates in appropriate department and facility committees.

Performs the preparation and maintenance of residents' clinical records.

Inspects rooms for cleanliness and comfort.

Keeps informed of special orders concerning residents.

Orders or directs ordering of drugs, solutions, and equipment and maintains records on narcotics.

Investigates and resolves complaints or refers unusual problems to superior promptly.

All other duties as assigned.

## **SUPERVISORY RESPONSIBILITIES**

None.

## **COMPETENCIES**

To perform the job successfully, an individual should demonstrate the following competencies:

Problem Solving - Identifies and resolves problems in a timely manner; Gathers and analyzes information skillfully; Develops alternative solutions; Works well in group problem solving situations; Uses reason even when dealing with emotional topics.

Technical Skills - Assesses own strengths and weaknesses; Pursues training and development opportunities; Strives to continuously build knowledge and skills; Shares expertise with others.

Customer Service - Manages difficult or emotional customer situations; Responds promptly to customer needs; Solicits customer feedback to improve service; Responds to requests for service and assistance; Meets commitments.

Interpersonal Skills - Focuses on solving conflict, not blaming; Maintains confidentiality; Listens to others without interrupting; Keeps emotions under control; Remains open to others' ideas and tries new things.

Oral Communication - Speaks clearly and persuasively in positive or negative situations; Listens and gets clarification; Responds well to questions; Demonstrates group presentation skills; Participates in meetings.

Written Communication - Writes clearly and informatively; Edits work for spelling and grammar; Varies writing style to meet needs; Presents numerical data effectively; Able to read and interpret written information.

Teamwork - Balances team and individual responsibilities; Exhibits objectivity and openness to others' views; Gives and welcomes feedback; Contributes to building a positive team spirit; Puts success of team above own interests; Able to build morale and group commitments to goals and objectives; Supports everyone's efforts to succeed.

Leadership - Exhibits confidence in self and others; Inspires and motivates others to perform well; Effectively influences actions and opinions of others; Accepts feedback from others; Gives appropriate recognition to others.

Quality Management - Looks for ways to improve and promote quality; Demonstrates accuracy and thoroughness.

Cost Consciousness - Works within approved budget; Develops and implements cost saving measures; Contributes to profits and revenue; Conserves organizational resources.

Judgment - Displays willingness to make decisions; Exhibits sound and accurate judgment; Supports and explains reasoning for decisions; Includes appropriate people in decision-making process; Makes timely decisions.

Professionalism - Approaches others in a tactful manner; Reacts well under pressure; Accepts responsibility for own actions; Follows through on commitments.

Safety and Security - Observes safety and security procedures; Determines appropriate action beyond guidelines; Reports potentially unsafe conditions; Uses equipment and materials properly.

Adaptability - Adapts to changes in the work environment; Manages competing demands; Changes approach or method to best fit the situation; Able to deal with frequent change, delays, or unexpected events.

Attendance/Punctuality - Is consistently at work and on time; Ensures work responsibilities are covered when absent; Arrives at meetings and appointments on time.

Dependability - Follows instructions, responds to management direction; Takes responsibility for own actions; Keeps commitments; Commits to long hours of work when necessary to reach goals; Completes tasks on time or notifies appropriate person with an alternate plan.

## **QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

## **EDUCATION AND/OR EXPERIENCE**

Associate's degree (A. A.) or equivalent from a two-year College or technical school; six months to one-year related experience and/or training; or equivalent combination of education and experience.

## **LANGUAGE SKILLS**

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

## **MATHEMATICAL SKILLS**

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

## **REASONING ABILITY**

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

## **COMPUTER SKILLS**

To perform this job successfully, an individual should have knowledge of Spreadsheet software and Word Processing software.

## **CERTIFICATES, LICENSES, REGISTRATIONS**

Current Minnesota Licensed Practical Nurse (LPN) Certification and current BLS certification required.

## **OTHER SKILLS AND ABILITIES**

Demonstrate skill with geriatric populations. Ability to work well within a team and direct the activity of a diverse group.

**OTHER QUALIFICATIONS**

Must be able to flex hours to meet the needs of the clients and staff.

**PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms and talk or hear. The employee is occasionally required to sit; stoop, kneel, crouch, or crawl and taste or smell. The employee must frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

**WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is occasionally exposed to toxic or caustic chemicals. The noise level in the work environment is usually moderate.

I have read this job description and agree to work as assigned.

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Employee Signature

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Date

The mission of Bigfork Valley is to provide a continuum of quality health care and community services rooted in excellence and delivered with skill and compassion.

Our vision is to provide the highest quality health care experience to every life we touch.