



Pine Grove Youth Academy Job Description

Position: Licensed Practical Nurse (LPN)

Reports To: Director of Compliance/Clinical/Admissions

FLSA Status: Exempt

Qualifications/Credentials: Maintain a current South Carolina State Nursing License. Clear criminal background check. Available for medical emergencies. Professional interactions with fellow employees, residents, medical professional's, governmental agents and parents. Pass training requirements. Able to demonstrate excellent oral and written communications, able to work effectively with all staff members. Display honesty, integrity and a commitment to the mission of Pine Grove.

Job Duties and Responsibilities:

- Initiate and retain the resident's medical records in accordance with facility procedures.
- Make informative entries in the progress notes that reflect the care provided and the resident's response to that care.
- Provide basic nursing care to the residents.
- Prepare/administer resident's medications and treatments in accordance with state regulation and facility policy.
- Keep staff members informed of the status of clients and other related matters through written and oral reports.
- Meets with residents and/or family as needed.
- Consult with physicians as needed for treatments, medications etc.
- Coordinate with the pharmacy to fill and pick up prescriptions.
- Notify physician, family and staff when there is a change in the client's condition.
- Schedule and ensure medical appointments are being met.
- Act as an emergency responder for the facility.
- Act as a role model for all staff demonstrating a high standard of service that supports the organization's mission and values.
- Practice high standards of nursing care and implement the policies and procedures of the nursing department.
- Maintains staff medical and TB records in compliance with regulatory agencies.
- Tracks staff annual medical and TB expiration dates.
- Reconciles MARS with medications.
- Must be available for emergency on call.
- Complete medical forms, reports, evaluations, studies, charting, etc. as needed.
- Manage resident medical emergencies, assessment of client conditions and complete necessary reports.

- Review and complete resident accident/injury reports.
- Provide training to staff in the area of nursing related services.
- Delegate nursing-related assistance to staff, providing direction and supervision of the tasks.
- Assist staff in providing direct care when needed.
- Develop and maintain a good working relationship with personnel in other departments within the facility to assure that nursing services and activities can be adequately maintained to meet the needs of the residents.
- Follow established safety and infection control policies and procedures.
- Other duties as assigned.

Working Conditions and Physical Requirements

- Will be exposed to physical and verbal aggression by residents.
- Work environment includes school, residential setting, outside and off campus.
- Regularly required to stand, walk, run and sit. Physically able to bend/stoop, squat, push/pull, reach above and below shoulder level.
- Physically able to lift up to 50 lbs.
- Must be able to pass all background checks: SC Law Enforcement, Dept. of Social Services Abuse and Neglect, National Sex Offender Register, and the Department of Motor Vehicles.

Driving Status

- † Employee named below will be allowed to transport residents at Pine Grove
- † Employee named below will not be allowed to transport children at Pine Grove

I acknowledge and understand that:

- Receipt of this job description does not imply nor create a promise of employment, nor an employment contract of any kind, and that my employment is at-will.
- Pine Grove reserves the right to change any part of this job description, as circumstances require.

I have read, understand and received a copy of my job duties and responsibilities.

Employee Signature

Date

Director of Human Resources Signature

Date