



**Job Title: Licensed Nurse**

**Category I: Universal Precautions Apply**

**Reports to: Health Services Director**

**Purpose of Job Description:**

The Licensed Nurse is responsible for all aspects of resident care in a Guardian Angel Homes Community. Responsibilities include staff training, education, support, safety, and oversight; resident outcomes, safety, and satisfaction; and regulatory preparedness and compliance. The Licensed Nurse is required to act as a part of the site Leadership Team.

**Organizational Structure:**

- The Licensed Nurse reports to the Health Services Director.
- The Health Services Director reports to the site Administrator.
- The Administrator reports to the Chief Operations Officer.

**Responsibilities:**

- Assist with training, evaluating, and disciplining all caregiving staff.
- Assist to determine adequate Nursing Services staffing levels.
- Assist to ensure proper training and certification of all caregiving staff as required by GAH, and state and local guidelines.
- Provide education and accountability for all GAH Policies, Procedures, and standards.
- Frequent communication and coordination of projects, resident care, special events, and other job-related duties with other site departments is required.
- Participate in all inspections made by authorized regulatory bodies.
- Participate in setting department specific target goals for continuous process improvement and provide education, support, and accountability to care staff to achieve goals.
- Maintain confidentiality of all resident Protected Health Information as indicated within HIPAA guidelines.
- Maintain confidentiality of all staff information per GAH standards.
- Routinely available for after hours and weekend on-call nursing needs.
- Other duties as assigned by administration.



### **Administration:**

- Adhere to budgetary guidelines established by GAH.
- Assist in supervising caregiving staff.
- Remain knowledgeable of GAH policy, procedure, and protocol as well as state and federal regulations.
- Prepare and complete all routine assessment schedules and routinely audit for compliance.
- Keep accurate records as required by state and federal regulatory bodies.
- Provide management reports as required.

### **Clinical Services:**

- Frequent communication and coordination of resident care needs and services with family, physicians, pharmacists, emergency services, and other providers is required.
- Develop, implement, and provide accountability for the highest standards for services provided directly to residents.
- Work directly with residents in order to evaluate needs and services.
- Conduct thorough assessments of potential new residents and communicate findings with admissions team to evaluate appropriateness of admission.
- Develop a written Negotiated Service Agreement/Service Plan for each resident that identifies the problem/needs of the residents and indicates the care to be given.
- Provide quarterly audits of Negotiated Service Agreement/Service Plan and psychotropic medications.
- Conduct timely assessments of residents upon reported change of condition.
- Provide direct care to residents according to their identified service needs.
- Conduct routine meetings with residents and families to ensure that needs are being met.
- Provide routine education, support, and accountability to staff to ensure consistent quality care reflecting GAH standards.
- Participate in delegating training and delegating staff on care tasks as required by GAH and state and federal regulations.
- Ensure that proper level of medications, medical supplies, equipment is maintained on premises at all times to adequately meet the needs of the residents per state and federal regulations.



### **Working Conditions:**

- Works in well-lighted and ventilated area(s) throughout the facility.
- Sits, stands, bends, lifts and moves intermittently during working hours.
- Subject to frequent interruptions.
- Routine involvement with professional and non-professional personnel, residents, family members, visitors, government personnel, outside agencies/vendors, and the general public under all conditions and circumstances.
- Attends and participates in continuing education programs as required.
- Subject to falls, injuries from equipment, odors, etc. throughout the work day. Safety equipment provided as required by federal, state, and local regulations.
- Subject to exposure to infectious waste, diseases, conditions, etc., including exposure to the Covid-19, HIV, and Hepatitis B viruses. PPE provided and must be utilized as required by federal, state, and local regulations.

### **Requirements:**

- Must have current LPN or RN license as specified by state agency or ability to obtain required licensure within state agency guidelines.
- At least 1 year experience in nursing.
- Prefer prior experience in geriatric care.
- Must have excellent computer skills.
- Must pass criminal background check in accordance with state requirements.
- Must obtain/maintain current First Aid and/or CPR certification as required.
- Must obtain/maintain current Food Handler's Permit.
- Must be able to lift 50 pounds.
- Must be able to write in English language in a legible and understandable manner.
- Must be able to speak the English language in an understandable manner.
- Must possess the ability to make independent decisions when circumstances warrant such action.
- Must possess the ability and willingness to deal tactfully and harmoniously with professional and non-professional personnel, residents, family members, visitors, government agencies/personnel, and the general public.
- Must be a minimum of 18 years of age.
- Must have patience, tact, a cheerful disposition and enthusiasm, as well as the willingness to practice continuous resident advocacy.
- Must be willing to seek out new methods and principles and be willing to incorporate them into existing practices.
- Must have the ability to function independently, have flexibility, personal integrity and knowledge to work effectively with residents, family members, staff, and other support agencies.
- Must be in good health and demonstrate emotional stability.



I have read the job description and fully understand the requirements set forth therein. I hereby accept the position of Licensed Nurse and agree to abide by the requirements set forth and will perform all duties and responsibilities to the best of my ability. I understand as a result of my employment, I may be exposed to the Covid-19, HIV, and Hepatitis B Viruses and will take appropriate prevention classes as outlined by the individual state Administrative Codes.

I further understand that my employment is at-will and thereby understand that my employment can be terminated at-will by the community or myself and such termination can be made with or without notice. My signature below will indicate that I have received a copy of this job description and I fully understand and am willing to perform the duties outlined in it.

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**Employee Name (Print)**

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**Employee Signature** **Date**

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**Witness Signature** **Date**

**Universal Precautions Risk Classification Categories:**

- 1(I) -Tasks may involve exposure to blood/body fluids.**
- 2(II) -Tasks do not involve contact with blood/body fluids but could result in performing category I tasks.**
- 3(III)-Tasks do not involve any risk of exposure to blood/body fluids.**