



## LPN Essential Functions:

7. Perform authorized nurse visits, including the following tasks:
  - a. Monitor skin condition
  - b. Set up and administer prescribed oral medications
  - c. Nail care for the diabetic client or client with other contraindicating condition
  - d. Catheter care
  - e. General health evaluations
  - f. Advanced Personal Care monitoring
  - g. Administer Intramuscular Injections
8. Provide other services as authorized by the Department of Health and Senior Services (DHSS).
9. Travel to conferences or workshops, when requested.
10. Understand and adhere to the Independent Living Philosophy.
11. Must have reliable transportation, valid MO Driver's License, and automobile liability insurance.

## **SKILLS REQUIREMENTS:**

- Team player. Ability and desire to work with a diverse group of individuals and talents to complete projects.
- Ability to organize and plan multitude of tasks, projects and information. Must be able to stay focused and follow-up on assigned responsibilities independent of direct supervision.
- Excellent communication skills including both written and verbal.
- Must be flexible, resourceful, and have strong initiative.
- Ability to set priorities and meet deadlines.
- Must possess accurate record-keeping skills.
- Effective problem-solving and decision-making skills with the ability to manage difficult situations.
- Must be able to effectively listen and perform client assessment.
- Creative thinking.
- Flexibility in dealing with job functions and schedules.

## **EXPERIENCE REQUIREMENTS:**

- One year of verifiable experience with direct care of disabled or elderly individuals.

## **PHYSICAL REQUIREMENTS OF POSITION:**

The physical demands described here are representative of those required to successfully perform the essential functions of this job.

- Sitting for prolonged periods of time in one posture, standing and walking on hard surfaces for short periods of time.

- Traveling to meetings or clients' homes
- Hearing and speaking ability to receive and provide verbal information, in person, on the telephone or via virtual meeting platforms.
- Vision sufficient to drive a vehicle, read, prepare, and proofread documents, read and enter information electronically, perform assigned duties.
- Requires frequent viewing of computer monitors, documents or printed information.
- Reaching, grasping and manipulating objects such as writing utensils, office items, paperwork, syringes and medication bottles and operating keyboards.
- Lifting and carrying light objects up to 5 pounds frequently and up to 20 pounds occasionally.
- Frequent bending, stooping, squatting throughout the day.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.

**EDUCATIONAL REQUIREMENTS OF POSITION:**

- Current LPN license in good standing.
- Current Basic Life Support CPR Certification.

**The above information is intended to describe the most important aspects of the job. It should not be construed as an exhaustive list of all responsibilities, duties and skills required to perform the work.**

**Signature of Approval by Incumbent and Manager**

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**Incumbent** **Date**

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**Manager** **Date**