



Adrian Dominican Sisters ]

**JOB DESCRIPTION**  
**RN or LPN Community Nurse**  
**Dominican Life Center**

Issue Date: 5/1/97

Rev. No. 1

Rev. Date: 05/09/05

Page 1 of 3

Approved By: *Alice Schultz*

**DEPARTMENTS:** DLC Nursing

**REPORTS TO:** Resident Care Manager and/or Shift Supervisor

**FLSA:** Non-exempt

**GENERAL SUMMARY:**

The Registered Nurse or Licensed Practical Nurse functions as a leader of the nursing team on assigned community for an assigned shift. The nurse is responsible for coordinating activities on the community to promote wholeness and well being for residents. This person performs all duties and responsibilities in a manner that is consistent with the mission, vision and values of the Adrian Dominican Sisters.

**PRINCIPAL DUTIES AND RESPONSIBILITIES:**

**Resident Care**

1. Considers the needs of the whole person weighing the burden and benefit of various treatments; works with interdisciplinary team to offer the opportunity for residents to make informed choices.
2. Promotes a homelike atmosphere and encourages community life of shared faith and experiences that contribute to the well being of residents, co-workers and visitors.
3. Performs routine nursing tasks such as but not limited to:
  - A. Performs admission assessments on all new residents; makes ongoing assessments on all assigned residents to determine needs and appropriate care.
  - B. Performs specialized care/treatments and administers medication according to established DLC procedures.
  - C. Demonstrates knowledge of restorative care practices and encourages residents and co-workers to implement them.
  - D. Observes and promptly reports changes in condition, behavior, level of consciousness or unusual occurrences when appropriate, to necessary people.
  - E. Reviews medical records, kardexes, resident care plans, and updates these as indicated. Documents information in proper places in a timely manner.
  - F. Participates with the interdisciplinary team in various resident care review processes, i.e., new admission reviews, care conferences, goal planning conferences.
  - G. Demonstrates professional judgement and seeks assistance or consultation when necessary.

### **Supervision/Leadership**

1. Provides leadership and direction while establishing a positive tone in the community.
2. Makes clear what the performance expectations are.
3. Encourages nursing assistants to be actively involved in decision making and problem solving.
4. Supervises and evaluates work performance of nursing assistants.
5. Accepts and supports management decisions even though contrary to own opinion.
6. Recognizes potential problem situations and acts to prevent adverse reactions.
7. Utilizes problem-solving skills effectively, including collection of information, identifying best solution, implementing necessary action, evaluating effectiveness, and following up appropriately.
8. Performs proficiently and calmly in emergency situations.

### **Initiative, Creativity and Self Development**

1. Sees what needs to be done and does it.
2. Sees better ways of doing things and improves work methods.
3. Identifies own learning needs and seeks opportunities for on-going self-growth.
4. Attends 75 % of scheduled staff meetings and 75 % of continuing education/in-service programs offered or completes accepted alternative learning.

### **Working Relationships and Communications**

1. Approaches people in a manner that creates harmony, promotes cooperation and encourages feeling of acceptance and self-worth.
2. Demonstrates ability to work well and cooperate with others.
3. Expresses concern timely and positively to appropriate person; works to be a part of the solution rather than part of the problem.
4. Follows established procedures for communication.
5. Demonstrates a willingness to listen and desire to understand what is being communicated.
6. Encourages open honest communication between co-workers and takes action to stop behaviors not in keeping with the mission and values of the Dominican Life Center.

### **General**

1. Demonstrates willingness to accept and cooperate with change in a professional manner.
2. Performs tasks accurately, neatly and thoroughly.
3. Establishes appropriate priorities and organizes work; manages time productively and efficiently. Meets work standards, established schedules and deadlines.
4. Adjusts schedule when needed to help meet staffing needs.
5. Becomes knowledgeable of emergency procedures such as fire drills, evacuation and disaster plans.

6. Demonstrates proper leadership and reinforces a positive attitude towards safety in the workplace by providing a good example of safe behavior, by intervening to correct inappropriate behavior and conduct training, and by enforcing all health and safety policies in a proactive manner.
7. Conforms to department and facility policies and procedures.
8. Follow established procedures for use of supplies and equipment and demonstrates good stewardship of resources.
9. Uses good body mechanics and follows established procedures for accomplishing work.
10. Responds appropriately to safety hazards and/or emergencies following written campus procedures. Complies with all safety policies and procedures by practicing safety and health while performing duties.

**REQUIREMENTS:**

**Education:**

- Graduate of state approved school of nursing.
- Currently licensed as a Registered Nurse or Licensed Practical Nurse in the State of Michigan, [Licensed Practical Nurse must be qualified to pass medication].

**Experience:**

- Interest in geriatric nursing. Previous experience in geriatric nursing helpful but not required.

**Physical:**

- Must be able to walk 8 hours and to perform bending/stooping, reaching above shoulder level and lifting up to 46 pounds without assistance on a regular basis.
- Must be in generally good health to provide immunity to common communicable organisms.

**WORKING CONDITIONS:**

- Willingness to be flexible in various job assignments and responsibilities.

**ACCOUNTABILITY:**

Accountable to: Shift Supervisor, Resident Care Manager and Director of Nursing.

The above statements are intended to describe the general nature and level of work required of this position. It is not meant to be an exhaustive list of all responsibilities, duties, and skills required.

\_\_\_\_\_  
Co-Worker (print)

\_\_\_\_\_  
Co-worker

\_\_\_\_\_  
Supervisor

\_\_\_\_\_  
Date