

**JOB DESCRIPTION # 17**

**TITLE:** Ancillary Support Professional

**FUNCTIONAL TITLE:** LPN

**JOB CATEGORY:** Nursing

**REPORTS TO:** Health Care Director

**BASIC FUNCTIONS:** To advocate for all medical needs of assigned program participants focusing on optimal health for all individuals.

**SCOPE:** This is a direct service position providing individual medical support and education to individuals in assigned programs.

**QUALIFICATIONS:** LPN or RN with current MA license. One year working with individuals with MR/DD. Valid Driver's License required.

**SCHEDULE:** This is a full time position with hours to be scheduled as programmatic needs dictate. Schedule will be maintained with Health Care Director.

**RESPONSIBILITIES/OBJECTIVES:**

- Assess and coordinate healthcare services for participants. Institute appropriate follow up and communicate all medical issues to: Residential Manager, Health Care Director or program residential RN, Area Director, and any other appropriate SHCS staff.
- Document all nursing interventions and changes affecting the consumer in appropriate areas – progress notes and staff communication log.
- Review ISPs for current knowledge of programming in self-medication, behavior plans, hygiene skills, and physical therapy plans.
- Maintain current medication and treatment orders noting any side effects/adverse effects and report to appropriate people: M.D., Residential Manager, Health Care Director or program residential RN, and other designated SHCS staff. Assist in training staff in medication policies and procedures.
- Maintain health records according to DMR standards assuring that necessary documentation is up to date.
- Assist consumers in attending all necessary appointments as recommended by their Physicians and DMR standards.

Ensure that information is communicated to staff-residential and day program regarding recommendations and treatments.

- Monitor for the observance by all maintaining safety.
- (A) Meet with Health Care Director or program residential RN for supervision and direction as needed to ensure appropriate medical health care is provided for participants.
- (B) Attend staff meetings to present all current medical/health issues and concerns to team as well as upcoming medical appointments.
- (C) Attend other designated mandatory in-services.
- To implement procedures and services including medical interventions, or additional duties, as assigned by the Health Care Director/program residential RN

**EXPECTATIONS:**

- To carry out all responsibilities professionally and efficiently.
- To treat individuals receiving supports with respect and dignity and maintain confidentiality and integrity at all times.
- To foster an environment which promotes responsibility, cooperation, consideration and hospitality.
- To work in harmony and in support of the Seven Hills Foundation operating subsidiaries.

**PHYSICAL REQUIREMENTS:** With assistance must be able to lift up to 30 lbs on occasion.

**STATUS:** Non-Exempt

**STATE CONTRACT CROSS REFERENCE TITLE:** Licensed Practical Nurse # 109

I have read and understand my job description.

\_\_\_\_\_  
Employee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee Printed Name

\_\_\_\_\_  
Supervisor

\_\_\_\_\_  
Date