

LPN

Schedule varies

Starting pay based on experience

Minimum requirements:

- At least 21 years old.
- Current LPN license required.
- Valid driver's license required.
- Be in good health and free of mental and/or physical limitations which would interfere in dealing appropriately with the client's handicapping conditions and behavior disorders.
- Upon hire, submit to background checks, drug screen, tb test and work physical. (We are unable to hire anyone with felony convictions, abuse/neglect or assault convictions.)
- Complete the following company provided trainings upon hire and maintain certification annually: Handle With Care, CPR/First Aid, PREA, TennCare Fraud, Medication Administration.
- Comfortable serving individuals with intellectual disabilities.

Job description

In accordance with The King's Daughters' School's vision of improving lives of individuals with developmental disabilities through caring, goal-oriented service by dedicated staff in a safe, warm learning environment, the LPN is responsible for assessing clients and determining if medical treatment is necessary and assumes responsibility for scheduling and maintaining client healthcare and related records in an orderly and confidential manner.

Essential Functions

- Triage client injuries/illnesses to determine the need for appropriate care.
- Monitor ill clients, documenting the administration of medications and completing required paperwork.
- Administer non-prescription and prescription medications as prescribed or recommended by KDS Standing Orders.
- Coordinate medication services with the pharmacy, ensuring changes are appropriately documented and medications are ordered/received from pharmacies as prescribed by the provider.
- Coordinate with families or custodial departments to obtain consent for medication and notify parties of client's response.
- Maintain client records to include weight, height, menstrual cycle, and other pertinent health care information.
- Route medical billing information to appropriate responsible parties as applicable.
- Schedule and transport clients to routine well-care, mental health care, specialized health care, immunizations, and follow up services as recommended by licensed/treating provider and coordinate all related services accordingly.
- Act as liaison with clients, parents, agencies, co-workers and provider offices to maintain communication regarding client's healthcare needs.
- Maintain all clinic documentation in a way that ensures there are no gaps in delivery of service as well and ensuring that all records comply with state regulations.
- Maintain job related personnel compliance standards as mandated by KDS or other contracting entities to ensure the safety and well being of clients and employees.

- Prepare bi-annual medication review summaries for clients.
- Ensure laboratory testing is completed as recommended by medical providers.
- Attend health related trainings and seminars as deemed appropriate for continuing education pertaining to healthcare and/or programming.
- Perform other essential and marginal job functions as assigned.
- This position may require use of KDS vehicles in transporting students and occasionally personal vehicles on KDS business (non-transporting) and therefore a valid class D driver's license is required.

Required Knowledge, Skills and Abilities:

Knowledge of:

- Disabilities and the organization's mission
- Universal healthcare precautions and successful implementation of them during treatment of clients and staff
- Occupational hazards and precautionary measures.

Skills in:

- Use of office equipment, software and computer systems
- Organization and analytics

Ability to:

- Think and act quickly in the event of an emergency.
- Accept responsibility and use good judgment.
- Deal tactfully with co-workers, clients and the general public.
- Maintain a clean and professional work environment.
- Communicate verbally and in writing, with all individuals associated with KDS.
- Instruct and direct others in medical emergencies, medication administration, and routine or specialized healthcare situation.
- Kneel, bend and clean on knees; perform a therapeutic hold that requires kneeling/sitting on knees for up to 15 minutes; holding an individual for 15 minutes; move furniture and lift items that weigh at least 40 lbs.; stock shelves which includes being able to lift items over your head and stack them onto shelves; mopping, sweeping, and moving chairs, tables and appliances.
- Be present at scheduled times and dressed according to policy guidelines.

The King's Daughters' School is an equal opportunity employer. All applicants will be considered for employment without attention to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran, or disability status.