LICENCED PRACTICAL NURSE  
(Adult Day Care Center)  
(PRN Pool)  

Must have the physical, developmental and mental ability to perform job tasks, work efforts, responsibilities and duties of the job illustrated below:

MAJOR FUNCTIONS

The Licensed Practical Nurse, under the direction of the Adult Day Care Program Manager, provides technical nursing care to the adult day care patient in accordance with accepted Patient Care Standards and performs a variety of direct and indirect patient care duties including the administration of treatment and medications.

ILLUSTRATIVE DUTIES

Responsible for following proper Universal Precautions and Infection Control techniques per policy. Maintains and demonstrates current knowledge and operational techniques on all equipment in the Adult Day Care facility utilized by this position. Maintains and demonstrates competency in direct patient care in the adult and geriatric age categories. Responsible for administering medications. Knowledgeable and responsible for performing respiratory treatments, wound care, and gastrostomy feedings. Responsible for accurate documentation in the patient file, incidents and problem areas. Must possess excellent assessment skills and effective communication skills. Maintains a professional and safe department and work area in line with established safety policies and the image desired for the organization. Performs related duties as required.

KNOWLEDGE, ABILITIES AND SKILLS

Knowledge of nursing principles and standards. Knowledge and skill in techniques of patient care and adequate technical vocabulary. Responsible for following Adult Day Care policies and departmental policies and procedures as required. Must possess ability to make independent decisions when circumstances warrant such actions.

Ability to represent the organization in a professional manner. Ability to work harmoniously and have the leadership qualities to act as a role model to health team members. Responsible for displaying a positive guest relations attitude and for maintaining proper attendance.

Ability to add, subtract, multiply and divide all units of measure. Must be able to read, write, and speak the English language in an understandable manner.
KNOWLEDGE, ABILITIES AND SKILLS (continued)

Must possess good sight and hearing senses or use prosthetics that will enable these senses to function adequately so that the position requirements can be fully met. Capable for moving intermittently throughout the work day, walk long distances and stand on feet for long periods. Must be able to help lift, move, and/or maneuver patients, equipment, and supplies, exerting twenty (20) to forty five (45) pounds occasionally, and/or ten (10) to twenty-five (25) pounds of force frequently, and/or greater than negligible up to ten (10) pounds of force constantly. Ability to cope with mental and emotional stresses of the position. May be exposed to infectious diseases including exposure to HIV and Hepatitis B viruses.

MINIMUM QUALIFICATIONS

Graduate of an accredited school of practical nursing and be licensed currently with the Florida State Board of Nursing.

A comparable amount of related training and experience may be substituted for the minimum qualifications with the exception of required licensure.

SPECIAL REQUIREMENTS

Applicant must present a physical examination statement that he/she is free from tuberculosis in a communicable form. Must possess or be able to obtain Red Cross First Aid and American Heart Association CPR Certification no later than thirty (30) working days after initial employment within this classification.

All new Adult Day Care Center employees must undergo Level 2 (FDLE) screening submitted electronically before commencing work and every 5 years thereafter and attest, upon hiring, that they meet the requirements for employment and agree to inform the employer immediately if arrested for any disqualifying offense.

New employees, who have worked for another health care facility, may obtain background screening information from their previous employer to satisfy the new requirements. Persons who have been screened and qualified as required by Section 435 and who have not been unemployed for more that 90 days thereafter, and who under penalty of perjury, attest to not having been convicted of a disqualifying offense since the completion of such screening, shall not have to be re-screened.
SPECIAL REQUIREMENTS (continued)

When circumstances warrant, such as a time of impending or declared disaster (i.e. hurricanes, tornados, flooding, etc.), the person filling this position will be expected to be available to participate in the Polk County Emergency Management Plan. This responsibility includes, but is not limited to, providing staffing coverage for all aspects of the special needs shelters at various locations throughout Polk County, food and water distribution and/or any other duties which are deemed critical to assure the citizens of our County are provided with the necessary services during and after a disaster. The Emergency Management duties may require the employee to be away from their home and family for several consecutive days.

This position may be required to report for work when a declaration of emergency has been declared in Polk County.

SPECIAL PREFERENCES

Prefer applicants have a minimum of one (1) year experience in a nursing home setting and/or attendance in a rehabilitative nursing or gerontological course of study preferred.

Applicants with bilingual abilities a plus.