



JOB OPENING: LPN (PART-TIME)
Supervisor: Group Home Manager

Qualifications:

Previous Experience - None.

Education - GED or High School Diploma.

Certifications – must have or be willing to obtain First Aid, CPR,
DDD trainings etc., driver's license.

Professional Licenses - LPN.

Additional Requirements - must be a flexible individual who has a basic knowledge of
community living arrangements, integration, and normalization.

Job Summary:

The LPN will be responsible for all duties as assigned by the Manager so that the facility will
operate smoothly and provide the service recipients the opportunity for maximum growth.

The LPN will be expected to be available for work during any shift the Manager assigns.

The LPN will be responsible for maintaining accurate knowledge of residential procedures,
shift responsibilities, individual service recipient characteristics and
Personnel Policies and Procedures.

Service Recipients:

Participate in the development and implementation of the service recipients
Individual Service Plan (I.S.P.).

Complete all medical treatments as assigned by the physicians, RN Manager,
and his/her designee.

Ensure that all medications are taken at the proper time and in the quantity that is prescribed;
ensure that the house management is aware of the quantity of medication available in the
home; ensure the proper records are maintained regarding medication dispensed during shift.

Ensure accurate records of service recipient and program activities are maintained in the
resident I.S.P. logbook and the residence logbook.

Have a present and accurate knowledge of the location and activities of the program
participants at any given time.

Take and record temperature, pulse, and respiration rates of assigned individuals.

Take and record food and liquid intake and output of individuals as directed
by the program supervisor.

Assure that all individuals are bathed, dressed, and fed in a timely manner.

Contact:

Please call the main office at (856) 767-3650 and ask for the administrative assistant.

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all people without regard to race, color, creed, sex, age, national origin, affectional or sexual
orientation, marital status, armed forces eligibility, or disability.

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promotion, salaries, and other compensation, transfer and layoff or termination.