

Hi-Hope Service Center, Inc.

JOB ANNOUNCEMENT

Hi-Hope is a Drug Free Workplace (Pre-Employment Drug Screen Required)

Position: Full-time Residential Licensed Practical Nurse (LPN)	Posting Date: February 25, 2010	Internal Job Closing Date: March 5, 2010
External Job Closing Date: Until Filled	Salary Range: \$15.00 per hour (non-exempt)	Work Hours: Typical schedule will be 1pm to 9pm Monday-Friday & some weekend work (after initial training)

Application Process:

Current Employees Contact HR for Internal Application for submission by Internal Closing Date.

Applications must be completed at Hi-Hope Service Center Inc. 882 Hi-Hope Road, Lawrenceville, 30043; Monday – Friday 8am until 4pm.

Resumes will not be accepted in lieu of a completed application.

Applications will be accepted until 5pm on day of closing.

NO EXCEPTIONS. NO PHONE CALLS PLEASE.

Essential Job Duties: (duties are illustrative only, incumbent may perform some or all of these duties or other job-related duties as assigned)

- Provides clinical direction and act as a lead worker over direct care staff;
- Assesses and evaluates nursing and medical needs of clients;
- Initiates and directs implementation of independent service plans as it relates to client service needs, observes, evaluates and records client behavior, condition and response to medication, treatments and recommends corrective action as needed;
- Provides licensed nursing care (i.e. administer medications & treatments as ordered by physician, takes & records vital signs);
- Prepares written reports and reviews records & reports (e.g. incidents, shift report logs)
- Verifies doctor's medication orders, maintains relationship with pharmacy to relay prescription needs of clients
- Interacts with clients individually or in a group to assist them in expressing themselves, in becoming interested in program activities and in gaining self-confidence
- Records management
- Transportation of clients when and if needed
- Create and facilitate employee training based on needs of residents in group home assigned
- Travel required

Required Qualifications:

- Current license as a Licensed Practical Nurse (LPN) in the state of Georgia as issued by the Board of Nursing (biennial renewal of license as a practical nurse required)
- 12 months experience in the delivery of nursing services
- Considerable knowledge of medical terminology and medical equipment
- Skill in the application of nursing techniques
- Ability to observe, evaluate and report reactions and changes in the physical behavioral and mental condition of clients
- Ability to carry out therapeutic interactions with clients
- Ability to think and act quickly in emergencies
- Ability to interpret and apply medical orders
- Ability to administer treatments, medications, observe and report adverse reactions
- Ability to maintain records and to prepare clear, concise reports
- Ability to work and lead others in the work; train staff
- Position requires a background investigation including fingerprinting;
- Must have a current Georgia Driver's license for three (3) years
- Must maintain at least a combination liability vehicle insurance coverage of \$25,000/\$50,000/\$25,000
 - *Employees will be required to use their personal vehicle for business purposes
 - *Employees will receive mileage reimbursement
- Must successfully pass pre-employment physical, urine drug screen, and have a negative TB test