**Job title:** LPN  
**Position type and expected hours of work:** Full-time, Monday-Friday 8:00am to 5:00pm, Available to take after hour calls..  
**Classification:** Nonexempt under the Fair Labor Standards Act (FLSA) $13.00 - $17.00 per hour  
**Reports to:** Clinical Director  
**Date:** March 1, 2017  

**Summary/objective**

Discovery Academy in Provo, Utah is seeking a compassionate LPN who will make a real difference in the lives of our Youth. You will monitor the daily care of all the residents, reporting to our Clinical Director. The candidate is responsible for communicating with residents, families and physicians regarding the delivery of care for our residents. You will be responsible for maintaining an orderly medication cart, medication room, and accurate medication administration records (sets up, dispenses, and documents all resident medications). This position does not require to bathe, dress or clean residents.

**Essential functions**

Assures compliance with established policies and procedures, and to ensure quality resident care

1. Giving medication as prescribed by a physician
2. Taking vital signs, such as blood pressure, temperature, and weight
3. Basic wound care including cleaning and bandaging injured areas
4. Giving injections of medication
5. Immunizations
6. Taking medical histories
7. Entering information into computer systems
8. Ensuring patients and their families understand release instruction
9. Assessing patients’ reactions to medications
10. Providing emotional support
11. Scheduling appointments
12. Managing Quality Control of all medical procedures and med dispensement
15. Attend weekly clinical department meetings.

**Competency**

1. Current state LPN License
2. One year previous experience working as a Nurse in a residency setting.
3. Ability to establish effective relationships with residents, family members, and staff
4. Strong documentation skills
5. Ability to represent the facility in a positive and professional manner

Leadership
1. Motivates, empowers, inspires, collaborates with leadership teams
2. Creates clear vision and gets others to support the vision

Communication
1. Communicates well both verbally and in writing
2. Conveys and shares information and ideas with clarity to others
3. Listens carefully and understands various viewpoints
4. Presents ideas clearly and concisely and understands relevant detail in presenting information.

Creativity/Innovation
1. Generates novel ideas, develops and improves existing and new systems that challenge the status quo, encourages innovation, effectiveness and efficiency.

Customer Orientation
1. Listens to the residents.
2. Builds residents confidence and supporting staff.
3. Ensures commitments are met
4. Sets appropriate staff expectations and responds to resident needs

Interpersonal skill
1. Effectively and productively engages with others and establishes trust, credibility, and confidence them.
2. Effective empathic listener
3. Effectively regulate emotions

Teamwork
1. Knows how to attract, develop, reward, and be a part of teams to optimize results
2. Acts to build trust, inspire enthusiasm, encourage others

Technical/Functional Expertise
1. Demonstrates strong technical/functional proficiencies and knowledge in Nursing field.

Supervisory responsibilities: LPN will work independently, ability to work with minimal supervision.

Work environment: Noise level can be high depending on resident activities.

Physical demands: Be able to lift up to 20 pounds, bend, sit and drive.

Travel: Minimal travel

Other duties: This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee. Other duties, responsibilities and activities may change or be assigned at any time with or without notice.

Required education and experience: LPN Certification

Preferred education and experience: Some college

Additional eligibility qualifications: Familiar with Google Docs, Microsoft Excel, Powerpoint and office equipment.

Equal Employment Opportunity (EEO) We are an equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics. In addition to federal law requirements, we comply with applicable state and local laws governing nondiscrimination in employment in every location in which the company has facilities. This policy applies to all terms and conditions of
employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.

We expressly prohibits any form of workplace harassment based on race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, genetic information, disability, or veteran status. Improper interference with the ability of our employees to perform their job duties may result in discipline up to and including discharge.