



Community Life For People With Disabilities

Real Homes | Real Jobs | Real Relationships

## **JOB DESCRIPTION**

**TITLE: LICENSED PRACTICAL NURSE**

### **QUALIFICATIONS:**

Current Massachusetts Registration. Experience in working with persons who have developmental disabilities.

### **SUPERVISION:**

Supervised by the Program Developer.

### **GENERAL WORK HABITS:**

3 – Always; 2 – Most of the time; 1 – Almost Never

All employees are expected to rate a 2 or better on ALL general work habits.

- Being punctual.
- Informing supervisor.
- Remaining alert and focused.
- Requesting assistance.
- Getting along with co-workers.
- Completing assigned tasks.
- Acting in a professional manner.
- Attending training.
- Abiding by agency expectations.

### **JOB DUTIES:**

1. Develop and implement Individual Service Plans with the individuals served.
2. Teach individuals served skills and create opportunities to practice them.
3. Identify and assist individuals in obtaining needed services.
4. Attend and contribute to weekly staff meetings.
5. Provide support to the individuals served.
6. Foster cooperative relationships with the individuals served and other staff.
7. Organize and monitor day-to-day routines of the program.
8. Attend inservices and trainings as assigned.
9. Support all agency policies and procedures.
10. Administer individual's medications according to physician's orders.
11. Attend and transport individuals served to medical appointments.
12. Perform any medical related procedures.
13. Advocate for the individuals served with other service providers.
14. Keep accurate medical records.
15. Assist individuals with maintaining emotional and behavioral stability.
16. Administer anxiolytic according to emergency procedures.
17. Ensure physical plant maintenance, included but not limited to health & safety and cleanliness of the program.
18. Perform other related duties as assigned.

*Please note this is an abbreviated description. A more detailed description is available upon request.*