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**Eastern Colorado Services, Inc Job Description**

**JOB DESCRIPTION**

**Job Title**: LPN

**Facility**: Administration Office ,Sterling CO

Pay: $24.48/hr - $30.44/ hr.

**Function or purpose of the position**

To assure the needs related to the health and wellness of persons being served by ECSDD are being met; to provide selected trainings and health screenings to ECSDD staff; and to act as a liaison between health care professionals, consumers, families, and other members of the interdisciplinary team.

**Essential tasks and functions specific to the position**

* Teach medical and health related classes associated with agency training

requirements or care of the consumers.

* Review medication orders, medication administration records, medications, and medical charts for necessary follow-up on a regular basis.
* Perform pre-employment, new hire, and annual tuberculosis education and

screenings, Hepatitis B Virus (HBV) counseling, immunizations, and post

vaccine follow-up.

* Attend doctor’s appointments when requested.
* Prepare, teach, and review medically related protocols.
* Act as health/medical liaison between health care providers, ECSDD, and

consumer families when requested.

* Thorough and concise documentation of consultations, assessments of the consumer’s health or medical condition and treatment provided.
* Participate in consumer team meetings when requested, providing assessments, and making recommendations regarding the consumer’s health and medical needs

**Additional duties of importance required of the position**

* Coordinate, facilitate, complete, and submit all required paperwork
* Perform other duties as assigned.
* Maintain confidential health files on all employees.
* Perform health screenings for ECSDD staff or consumers as requested and within the scope of nursing practice.

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* Delegate Nursing tasks to staff when appropriate and as allowed by license.
* Participate on committees or teams as requested.
* Coordinate potential infectious disease follow-up for consumers, and/or

employees, e.g., BBP exposure or positive PPD results.

* Assure compliance with associated regulatory agencies rules and regulations as

they apply to health, medication, and safety needs of the consumers.

* Attend approved seminars and educational activities to stay current with issues.
* Perform other duties as assigned.

**Knowledge, skills, and abilities that are necessary when performing the position**

* Must have graduated from an accredited school of nursing and hold a current Colorado L.P.N or R.N license
* Must pass background and motor vehicle checks.
* Must have intermediate computer knowledge and skills.
* Must be able to communicate clearly both orally and in writing.
* Must be able to work independently and as a member of an interdisciplinary team.
* Must have a valid driver’s license.
* Experience working with Developmental Disabilities preferred.
* Strong organizational skills required.

**Physical demands**

While performing the duties of this job, the employee is regularly required to sit; use hand to finger, handle, or feel objects, tools, or controls; reach with hands and arms; hear and can communicate on a verbal basis. The employee must have adequate visual acuity with or without correction and is required to lift heavy weights up to 50 lbs. and help with transporting and assisting individuals in services, to include lifting them when they need help. The employee is required to travel to meetings, training, agency facilities and other job-related locations.

**Supervised by: Lead Nurse**

**Positions Supervised: None**

**Benefits include**:

* Paid Time Off - Paid Life Insurance
* Retirement plan - Cafeteria/Flex Plan
* 10 Paid Holidays - Dental/Vision Insurance
* Health Insurance - Tuition Assistance
* Sick Leave

I have read and understand the responsibilities outlined in the job description. I also understand that ECS cannot guarantee my employment and that ECS can change wages, benefits, and conditions of my employment at any time.

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Employee Signature Date