



Job Description

POSITION: Licensed Practical Nurse

REPORTS TO: Site Manager

THE COMPANY

Our North Star - Let Us Welcome You Home...

Optima Living (optimaliving.ca) owns and operates nine Independent Living, Assisted Living and Supportive Living communities in Alberta and British Columbia. Our communities are located amongst the best retirement places in Western Canada. You'll find our welcoming communities in West Vancouver, Kelowna, Chilliwack, Hope, Maple Ridge in British Columbia and in Claresholm and Vegreville in Alberta. In addition we currently have two communities in development in Richmond BC and Sherwood Park AB slated to open in early 2021.

Our approach is focused personalized care, comfort and the well-being of our residents. Residents are at the center of everything we do. All of us at Optima feel it is an honour to work with our cherished seniors. Our operating philosophy can be summarized in our credo "Let Us Welcome Home" which guides us in everything we do. All of us at Optima feel it is an honour to work with our cherished residents and advocate a resident-centered approach where the resident is the focus of all our endeavours. This is the focus of all of interactions with our residents, our suppliers, our corporate relationships, and our interactions with government agencies. We believe in making a meaningful contribution to the communities in which we operate and strive to make our homes the epicentre of a community. It is not enough to be in a community, we must be part of and add value to the communities that we operate in.

JOB SUMMARY

Performs Licensed Practical Nurse duties within the competency guidelines and standards of practice by the College of LPNs of BC and the current legislative scope of practice, in a community health setting.

DUTIES AND RESPONSIBILITIES

- Assesses, plans, implements and evaluates nursing care to meet the needs of clients in accordance with competency guidelines within the established standards of practice and current legislative scope of practice.

- Documents information, regarding new admissions and settling of residents, discharges and transfers of residents;
- Shares knowledge, provides direction, assignment and supervision to unregulated care providers as appropriate.
- Provides input regarding clients' needs, performance, and progress. Attends multidisciplinary care meetings.
- Perform nursing care assessments through participation in hygiene care, nutritional care, nursing supportive care, legal care and cleaning activities.
- Performs nursing care and procedures, evaluates outcomes and takes appropriate action where required.
- Encourages and assists clients in activities of daily living as required, such as feeding, lifts and transfers, bathing, skin care, oral hygiene, and toileting;
- Orders, monitors, administers medication to clients and provides medication reminders, in accordance with established policy and procedures;
- Observes clients and their environments and records and takes appropriate action to correct unsafe conditions, behavioral, physical, and/or cognitive changes.
- Provides emotional support and feedback to clients and their families.
- Completes and maintains related records and documentation such as progress notes, observations, and client charting. Reports problems and/or changes to designated staff.
- Answers general inquires by telephone and in person and provides direction and routine information about programs and policies.
- Accompanies clients on outings such as appointments and leisure activities.
- Places purchase orders with external suppliers, receives supplies, checks invoices against orders and goods received, stores and distributes supplies, and contract suppliers to obtain and provide general information. Pharmacy, FutureMed, provides order info to Food Services Manager.
- May serve meals.
- May perform housekeeping duties such as sweeping and mopping floors, vacuuming, dusting, washing dishes, and laundry.
- Performs other related duties as assigned

KEY WORKING RELATIONSHIPS

This position requires the ability to communicate clearly, deal tactfully and work effectively with all Optima Living staff and management.

QUALIFICATIONS AND EXPERIENCE

- Graduation from a recognized Practical Nurse Training Program complete with License under the College of Licensed Practical Nurses of British Columbia plus one year's recent experience or an equivalent combination of education, training, and experience.
- Class V BC Driver's License
- Certification in CPR and First Aid or an equivalent combination of education, training, and experience

CANDIDATE PROFILE

- Ability to communicate effectively both verbally and in writing;
- Ability to provide leadership to staff and/or volunteers in an effective, cooperative and non-aggressive manner;
- Ability to work independently and in cooperation with others

- Ability to organize and prioritize work;
- Ability to establish and maintain rapport with clients;
- Ability to observe and recognize changes in clients' health;
- Physical ability to carry out the duties of the position;
- Ability to operate related medical equipment.

OPTIMA LIVING EXPECTATIONS OF ASSOCIATES

- Adheres to all Company Policies and Procedures and legislative requirements
- Consistently reports to work on time and prepared to perform the duties of the position
- Maintains a positive and respectful attitude
- Communicates regularly with direct manager
- Is flexible and willing to perform duties as workload necessitates

“Let us Welcome You Home”

<u>Associate's Agreement:</u>	
I have reviewed the job description and I agree to perform the duties as outlined.	
_____	_____
Print Name	Date

Signature	