



JOB DESCRIPTION

RN/LPN

Department: Nursing
Supervisor: Director of Nursing
Status: Non-exempt
Shifts: Full-Time and Part-Time Openings

Qualifications

EDUCATION: Graduate of accredited school of nursing and licensed by the State of Iowa.

CONTINUING REQUIREMENT: Yearly hours as required by the Iowa Board of Nursing.

WORK EXPERIENCE: 1-2 years' experience in geriatric nursing preferred, but will train a new graduate.

GENERAL JOB SUMMARY

Eastern Star Masonic Home is seeking an individual that has excellent assessment skills with exceptional public relation talents and is dependable, flexible and able to multi-task on a daily basis. Supervise CNA's to provide quality nursing care to residents who are under the direction of an attending physician.

DUTIES AND RESPONSIBILITIES

1. Dispense, administer, and record medication according to professional standards.
2. Provide and record treatments according to professional standards.
3. Complete daily nursing duties in a professional manner.
4. Conduct admissions in a timely, professional manner.
5. Maintain and safeguard entrusted confidential information.
6. Maintain written records on all residents.
7. Assist in meal service as needed.
8. Supervise CNA's and dispense work assignments and follow up to see that assignments are carried out.
9. Follow established safety procedures, departmental policies and procedures concerning blood borne pathogens.
10. Attend and participate in continuing educational programs designed to keep you abreast of changes in your profession, as well as to maintain your license on a current basis.
11. Communicate with families' needs and conditions of resident.
12. File incident reports and notify all necessary parties in a timely manner.
13. Assist physicians as required.
14. Other responsibilities as assigned by the Director of Nursing or Assistant Director of Nursing.

Please understand that this Job Description is not intended to be an all-inclusive list of every task that you may perform, but a description of the minimal qualifications, essential functions, physical demands and abilities this job requires, with or without accommodation.