



JOB TITLE: Licensed Practical Nurse (L.P.N.)
SCOPE: Non-Exempt
SUPERVISION: Director of Nursing

ORGANIZATION SPOTLIGHT: At DOORWAYS, our work has **purpose** and our **impact** is real. Join a team that is changing lives of individuals at the intersection of illness and poverty. We build hope through housing, healthcare, and empowerment services.

WHAT WE ARE LOOKING FOR: This Position requires that the Licensed Practical Nurse (L.P.N), under the general direction of the Registered Nurse, provide age-appropriate patient care for assigned adult and geriatric patients with a wide variety of medical /surgical condition. The licensed Practical Nurse is also responsible for administration of medications, IV therapy, appropriate and accurate documentation in patient records, facilitation of patient teaching as well as caregiver(s), spouse, guardian, significant other, and co-workers. The successful candidate is organized, flexible, has great attention to detail, is highly capable of meeting expectations, and will pass a background check, drug test, and TB test.

WHAT YOU RECEIVE: The opportunity to work in a diverse environment with staff that exudes endless compassion. DOORWAYS is a fast-paced and jovial workplace that strives to eliminate obstacles for our clients. Benefits include highly competitive salary, health insurance, retirement savings and matching, mileage reimbursement, paid time off, and more!

MAJOR DUTIES AND RESPONSIBILITIES

- Process physician orders, administer medications, perform IV therapy intervention and document accurate and appropriate information in the medical record.
- Collaborate with health professionals regarding patient care. Updates plan of care as pertinent to patient's health challenges; facilitates the process utilizing care pathways when appropriate.
- Performs nutrition activities including, but not limited to, assisting with feeding patients, enteral feeding and preparing nourishments. Performs enemas, ostomy care, toileting and monitoring urinary drainage systems including inserting Foley catheters.
- Assist patients with activities of daily living (ADL). Assembles equipment and assists the RN with procedures.
- Perform specific tasks in accordance with daily work assignments such as answer phones, make rounds as required, and assist with 10:00 P.M. snack as needed.
- Performs other duties as assigned.

QUALIFICATIONS



EDUCATION, EXPERIENCE, AND ABILITIES

- Graduate of an accredited school of nursing as a licensed practical nurse.
- Current, active Missouri Licensed Practical Nurse (LPN) license along with a valid driver's license.
- One to two years of experience performing IV therapy, including successful completion of an approved medical course and IV therapy training.
- Experience in long-term care, primary care and/or psychiatric nursing is preferred; experience working with individuals affected by HIV/AIDS is also beneficial.

SPECIFIC REQUIREMENTS

- Ability to communicate effectively in English, including reading, writing, and speaking, to perform essential job functions.
- Ability to understand and carry out written and verbal instructions.
- Ability to manage multiple tasks in a fast-paced work environment.
- Ability to work collaboratively as part of a team, as well as independently when required.
- Ability to maintain a professional, positive demeanor and perform effectively in time-sensitive or high-pressure situations.
- Ability to handle confidential information with discretion and professionalism.

PHYSICAL REQUIREMENTS

- Ability to safely move, position, or transfer equipment, supplies, including handling heavy items of more than one hundred (100) pounds, with the use of proper body mechanics, assistive devices, and/or team assistance as appropriate to ensure patient and staff safety.
- Ability to remain in a stationary position and/or move throughout the work environment for extended periods during the workday.
- Ability to position self (to move) and/or retrieve items from ground level on a regular basis.
- Ability to frequently use upper extremities for reaching, grasping, handling, fingering, and feeling in the performance of job duties.
- Ability to frequently use visual acuity to assess patients and clinical conditions, including observing skin tone variations, signs of IV infiltration or infection, and accurately reading medical monitors, telemetry, and blood pressure devices.
- Ability to frequently use auditory acuity to assess and interpret patient-related sounds, such as heart, lung, and bowel sounds.
- Ability to perceive and appropriately respond to auditory cues from medical equipment, alarms, and machinery that may indicate malfunction, unsafe conditions, or the need for corrective action.



WORKING CONDITIONS

- Regular interaction with patients, staff, visitors, and representatives of government or regulatory agencies in a healthcare or service environment.
- Position may involve contact with individuals who are experiencing emotional distress or challenging circumstances.
- May require flexibility to work beyond standard business hours, including evenings or weekends, and to assume temporary duties outside the primary role when operational needs require.
- Participation in required training, in-service programs, and continuing education activities is expected.
- Work environment may include exposure to various odors associated with healthcare or residential settings.
- Position may involve exposure to needles or other sharps, blood, and bodily fluids.
- Potential exposure to bloodborne pathogens, infectious materials, and communicable diseases, including HIV and Hepatitis B, in accordance with applicable safety protocols.
- May be required to work shifts other than the originally assigned schedule based on organizational needs.

All qualified applicants will receive consideration for employment without regard to race, creed, sex, sexual orientation, color, age, disability status or national origin.