

The department's goals are:

- People are safe and living as independently as possible.
- People are able to support themselves and their families through stable living wage employment.
- Children and youth are safe, well and connected to their families, communities and cultural identities.
- Choices made by seniors and people with disabilities about their own lives are honored.
- Partners, clients and stakeholders are actively engaged in a variety of collaborative and meaningful ways.
- Culturally specific and responsive services are provided by highly qualified and diverse staff.
- The department is committed to equal access, service excellence and equity for all Oregonians.

Because many clients have multiple needs, the department is integrating services, seeking to bring a broad range of supports within easy reach of each client or family. This approach, recognized as pioneering in the nation, requires close collaboration among staff within the department and with local governments, service providers and other partners.

DHS values integrity, stewardship, responsibility, respect, professionalism, innovation and service equity.

This position is located in DHS, **Stabilization and Crisis Unit (SACU)**. SACU provides 24-hour residential care and supervision to Oregon people with intellectually disabilities/developmental disabilities who represent the most risk to the public at large, their peers, or themselves. SACU provides residential care, which includes health and medical care, behavioral support, job and training support, personal care, education, recreation, psychological services and community integration. SACU is dedicated to providing the support necessary to maintain the quality of life, achieve the highest possible level of independence and promote social opportunities, which benefit the individuals and the community.

The program has 23 homes located in five Oregon counties supporting over 100 individuals in the program. Each individual residing in the program has an Individual Support Plan (ISP) that emphasizes community integration, independence, and productivity, has daily implementation goals, and is monitored by county case management.

b. Describe the primary purpose of this position, and how it functions within this program. Complete this statement. The primary purpose of this position is to:

The staff LPN is responsible for individual client care within an assigned area and participates as a member of the health care team in cooperation with, and under the supervision of, a registered nurse. The staff LPN contributes to the nursing assessment, participates in care plan development and evaluation, and provides individual client care, following established nursing standards.

SECTION 3. DESCRIPTION OF DUTIES

List the major duties of the position. State the percentage of time for each duty. Mark “N” for new duties, “R” for revised duties or “NC” for no change in duties. Indicate whether the duty is an “Essential” (E) or “Non-Essential” (NE) function.

Note: If additional rows of the below table are needed, place cursor at end of a row (outside table) and hit “Enter”.

% of Time	N/R/NC	E/NE	DUTIES
75%	N/C	E	<p>Client care, including physical cares, assessment, analysis, and documentation of client condition; identify and report significant deviations to RN, MD and oncoming shift. Participates with RN in establishing and updating individualized nursing plan of care, including identification of priorities and measurable goals. Participates in implementing planned nursing and medical interventions in accordance with written standards of practice; provides care for individuals whose conditions are stable or predictable under minimal supervision of the RN and/or MD.</p> <p>Is knowledgeable of policies and procedures, including individual rights, abuse policy, medical administration, MARs and TARs, standing and/or physician orders, and individual incident reporting. Knowledgeable of medical procedures including gastrostomy feeding and tube changes as required. Knows nasal gastric feeding via syringe, pump or feeding set as indicated; catheterization for UA or residual; injectable meds as ordered; insulin administration; glucoscans; oxyten, administration; suction, including oral, nasal and trach; irritations; tracheostomy care; vital signs plus oximetry, wound care and dressing changes; transportation protocols requiring an LPN.</p>
10%	NC	E	<p>Promotes a clean, safe and orderly work environment, and demonstrates a working knowledge of universal precautions and infection control, actively using and overseeing aseptic techniques. Demonstrates proper body mechanics to protect both self and client. Initiates, reports, and documents appropriate interventions. Participates in current safety training. Seeks clarification of unclear verbal or written orders, and reports all drug errors using appropriate verbal and written communications and established policies and procedures.</p>
13%	NC	E	<p>Demonstrates professionalism in appearance, actions and self-development; observes and complies with standards regarding teamwork and communication; participates in evaluation of individual outcomes and nursing standards and practices via self and peer review, integrating corrective measures in following departmental policies and procedures.</p>
2%	NC	E	<p>Completes SAIF reports as necessary, answers telephones and directs calls as needed; schedules appointments and attends classes/meetings as scheduled by Nurse Manager. Requests necessary training. Other duties as assigned.</p>

SECTION 4. WORKING CONDITIONS

Describe any on-going working conditions. Include any physical, sensory, and environmental demands. State the frequency of exposure to these conditions.

Group Home environment working with clients, some who have the potential to be behaviorally aggressive, direct patient care staff and licensed staff.

Employees in this position may be required to work a flexible work schedule as a condition of employment. This is understood to mean while the normal working hours are 8 am to 5 pm there may be training needs outside those hours. The hiring Nurse Manager will determine work schedule specifics as needed to meet the needs of the clients and SACU program.

- Evening and weekend work may be required occasionally.
- Must possess a Valid Oregon Driver's License and maintain an acceptable driving record.
- Frequent daily lifting up to 75 lbs involving transferring, positioning and moving individuals.
- Frequent daily squatting, bending, and stooping.
- Exposure to infectious diseases and body fluids.
- Daily exposure to household and industrial strength cleaning agents, detergents.
- Exposure to a variety of work settings both within the home(s) and the community.
- Must maintain a valid State of Oregon Licensed Practical Nurse license.
- Must Maintain 12 continuing educational units annually.
- Must attend and participate in staff meetings and mandatory trainings.
- Must Have Up to date CPR.
- Frequent contact with the public and other agency personnel.
- Annual Bloodborne Pathogen Training.

SECTION 5. GUIDELINES

a. List any established guidelines used in this position, such as state or federal laws or regulations, policies, manuals, or desk procedures:

- SACU Residential Policy and Procedure Manual.
- Oregon Intervention System (OIS)
- CPR/1st Aide current certification procedures
- PL94.142 Educational Law for all developmentally disabled Persons between 18 and 21
- OAR (Chapter 411, Division 325) Comprehensive 24-hour Residential Services for Children and Adults with Intellectual or Developmental Disabilities
- OAR (Chapter 411, Division 323) Developmental Disability Certification and Endorsement
- DAS and DHS Rules, Policies and Procedures
- AFSCME Collective Bargaining Agreement
- SACU Operational Guidelines
- Fire Marshall Regulations

- State and Federal Sanitation Requirements
- OSHA Regulations
- Health Insurance Portability and Accountability Act (HIPPA)
- State of Oregon Motor Vehicle Rules
- SACU Medication Administration Procedures

b. How are these guidelines used?

To provide framework required to provide care, training, support and treatment for the individuals and to establish criteria for employee conduct.

SECTION 6. WORK CONTACTS

With whom, outside of co-workers in this work unit, must the employee in this position regularly come in contact?

Note: If additional rows of the below table are needed, place cursor at end of a row (outside table) and hit "Enter".

Who Contacted	How	Purpose	How Often?
Individuals	Person	Instruct/Monitor/Support	Daily
MHTT's	Person/Phone	Instruct/Support	Daily
BVS1 & BVS2	Person/Phone	Instruct/Support/Exchange Information	Daily
Site Manager	Person/phone	Exchange information	Daily/As Needed
Nurse Manager	Person/Phone	Exchange information	Daily/As Needed
Program Manager	Person/Phone	Exchange information	Daily/As Needed
County Case Manager	Person/Phone	Exchange information	As Needed
Physician(s)	Person/Phone	Exchange medical information	As needed
Registered Nurse	Person/Phone	Exchange health information	Daily/As needed
Parent Guardian	Person/phone	Exchange information	As needed
Public	Person/phone	Exchange information	As needed

SECTION 7. POSITION-RELATED DECISION MAKING

Describe the typical decisions of this position. Explain the direct effect of these decisions:

Decides and reports any special problems that occur to supervisor and brings any medical/behavioral concerns to supervisor. Decisions are generally situational and could not only impact the health and safety of individuals supported but could also impact housemates, employees and/or people within the community.

- ❑ Basic health decisions may involve: Identifying and taking action in the event of illness and/or injury, medication administration, maintaining basic life support, etc.
- ❑ Basic safety decisions may involve: Evaluating the need for assistance, behavior intervention, change in environment, evacuation, activating safety locks and/or alarms, defensive driving techniques, increased supervision, etc.

SECTION 8. REVIEW OF WORK

Who reviews the work of the position?

Note: If additional rows of the below table are needed, place cursor at end of a row (outside table) and hit "Enter".

Classification Title	Position Number	How	How Often	Purpose of Review
Nurse Manager		Verbally	As needed	To lend support for accomplishments and areas needing improvement. To ensure adherence to rules, policies, procedures.
		Written evaluation	Yearly	To outline work performance for the year.

SECTION 9. OVERSIGHT FUNCTIONS

a. How many employees are directly supervised by this position? _____ 0 _____

How many employees are supervised through a subordinate supervisor? _____ 0 _____

b. Which of the following activities does this position do?

- | | |
|--------------------------------------------------|---------------------------------------------------------------------|
| <input type="checkbox"/> Plan work | <input type="checkbox"/> Coordinates schedules |
| <input type="checkbox"/> Assigns work | <input type="checkbox"/> Hires and discharges |
| <input type="checkbox"/> Approves work | <input type="checkbox"/> Recommends hiring |
| <input type="checkbox"/> Responds to grievances | <input type="checkbox"/> Gives input for performance evaluations |
| <input type="checkbox"/> Disciplines and rewards | <input type="checkbox"/> Prepares and signs performance evaluations |

SECTION 10. ADDITIONAL POSITION-RELATED INFORMATION

ADDITIONAL REQUIREMENTS: List any knowledge and skills needed at time of hire that are not already required in the classification specification.

All positions in DHS require a Criminal Background Check and an Abuse/Neglect Check. Fingerprints may be required.

- Must possess a Valid Oregon Driver's License and maintain an acceptable driving record
- Ability to lift up to 75 pounds

The skills and certificates below will be trained by Stabilization and Crisis Unit

- Oregon Intervention System Certification
- CPR/1st Aid Certification
- Medication Administration

BUDGET AUTHORITY: If this position has authority to commit agency operating money, indicate the following:

Note: If additional rows of the below table are needed, place cursor at end of a row (outside table) and hit "Enter".

Operating Area	Biennial Amount (\$00,000.00)	Fund Type

SECTION 11. ORGANIZATIONAL CHART

Attach a current organizational chart. Be sure the following information is shown on the chart for each position: classification title, classification number, salary range, employee name and position number.

SECTION 12. SIGNATURES

Employee signature

Date

Supervisor signature

Date

Appointing Authority signature

Date

Updated December 9, 2013