

Announcement Number: 21-04

Who can apply: PUBLIC

Open: March 4, 2021

Closed: Until Filled

Position Title	Program
Licensed Practical Nurse Full-time	Karidat

ILLUSTRATIVE EXAMPLES OF THE JOB:

(Target population: adults ages 18 to 59 years with significant disabilities)

Monitors and supervise medical and health care of consumers in the Residential Care Homes (RCH) under the direction of the Registered Nurse. (e.g. providing personal assistance, medical attention, emotional support, or other personal care to consumers); Monitors and reviews information from materials, events or the environment, to detect or assess problems; enters, transcribes, records, stores, and or maintains information in writing or electronic/magnetic form. This position reports directly to the Registered Nurse and the Registered Dietician/Nutritionist for all health care matters but is directly supervised by and reports to the House Manager for all administrative concerns. This employee in this capacity adheres to the direct-care service scheduling.

DUTIES AND RESPONSIBILITIES:

1. Prepares and administers medications and treatments with knowledge of purpose and adverse effects of nursing care provided. Medications include oral, rectal and hypodermic;
2. Prepares and applies simple dressing and soaks;
3. Administer and enema and application of cold and warm compress;
4. Acts on consumers behalf to assure their rights and prevent abuse;
5. Acts on first aid and/or knowledge in emergencies;
6. Observes and record consumers for evidence of illness or poor health and reports on observation to the professional nurse;
7. Provide suitable environment for the consumers;
8. Administers personal hygiene and therapeutic nursing measures as directed by the Registered Nurse;
9. Chart medication, treatment done, records resident observation and participates in other record keeping activities;
10. Participates in the development of nursing care plans;
11. Participates in providing a safe and hygienic consumer home;

12. Function in monitoring capacity as assigned for completion of consumer's care nursing assistants' guidance and discipline;
13. Is aware of safety issues, accomplishing responsibilities in a safe manner, re-enforces good safety practices displayed by other staff member;
14. Is able to maintain confidentiality of information;
15. Works as a team member;
16. Maintains open lines of communication between nursing shifts, as well as other departments, supervisor, physicians, and families of residents;
17. Assists in planning recreational activity for the consumers;
18. Assist the registered nurse in assessment of consumer conditions and needs by observation of signs and symptoms;
19. Maintains competencies;
20. Participates in shelter meetings, department meetings, staff development meetings and in service program.

REQUIRED MINIMUM EDUCATION AND EXPERIENCE:

Graduation from a recognized school of practical nursing and possession of a current license practical nurse on Guam.

NECESSARY SPECIAL QUALIFICATIONS:

- 1 **Institutional Health Certificate**
- 2 **Valid Guam Driver's License and Chauffer's License**
- 3 **Must pass a mandatory Drug Test**

REQUIRED DOCUMENTS: To validate credentials you may claim (e.g. High School Diploma, /College Transcript), a copy of a certified copy of the document(s) and resume must accompany the application. Failure to provide proof may result in a determination of not meeting required education and/or experience. If selected, you will be required to submit a recent Police, Traffic and Court Clearance and submit to and pass a drug test.

For more information, please contact Ms. Linda Del Rosario, Personnel Officer at 635-1412.

DIANA B. CALVO
Executive Director

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