



Licensed Practical Nurse (LPN)

Reports to the Health and Wellness Manager and is an hourly, non-exempt position. Provides health and wellness care to students. Demonstrates on-going commitment to preparing young people for the workforce by modeling, mentoring and monitoring excellence in the eight Career Success Standards of: workplace relations and ethics; information management; communications; multicultural awareness; personal growth and development; career and personal planning; interpersonal skills and independent living.

Duties and Responsibilities:

- Demonstrates and abides by ODLE Core Values and operating principles.
- Performs physical and emotional wellness assessments during walk-in periods. Provides for a wellness care plan that addresses students' needs according to protocol outlined in Health Standing Orders or refers students to the Center Physician/mid-level practitioner.
- Assists in conducting cursory exams for all new students.
- Reviews all laboratory results and flags abnormal results for review by the Center Physician.
- Follows protocol for infection control by adhering to the Bloodborne Pathogen Control plan and disinfecting work sites. Ensures the appropriate handling of specimens and equipment, as well as the sterilization of equipment.
- Documents each encounter with students in their health records.
- Promotes the wellness concept. Provides counseling/training to students to ensure they understand wellness assessment findings and plans for care. Provides handouts outlining wellness concerns. Conducts wellness groups as required.
- Attends required staff training sessions.
- Clearly communicates and consistently models appropriate CSS and employability skills including personal responsibility and computer fluency.
- Maintains accountability of staff, students, and property, adheres to safety practices in all areas of responsibility.
- Cultivates and maintains a climate on center that is free of harassment, intimidation and disrespect to provide a safe place for staff and students to work and learn.
- Performs other duties as assigned.

The above statements are intended to describe the general nature and level of work performed by a person in this position. They are not to be construed as an exhaustive list of all duties that may be performed in such a position.

Education and Experience Requirements:

- State Licensed Practical Nurse's License and one year's experience as a practicing LPN.
- Prefer two or more years of experience.
- Valid State driver's license in the state of employment with acceptable driving record.

Additional Requirements: Knowledge of nursing practices/procedures. Good organizational skills. Ability to carry out instructions with minimal supervision. Must maintain CPR/First Aid certification. Excellent communication skills, both oral and written. Ability to communicate effectively and relate to trainee population. Position requires an ability to operate office equipment. In addition, individual must be able to interact with team members and maintain an effective working relationship with all facility staff and departments.

Working Conditions: This position involves frequent sitting and occasional standing, walking, bending, stooping and squatting. Applicant must be able to see, hear, and speak.

Environmental Demands: Position requires ability to spend 5% of work time outside and 95% of work time indoors; ability to withstand moderate noise levels, including voice levels 90% of work time; ability to work in high temperature settings during the summer months; and ability to work in low temperature settings in winter months.

ODLE is an equal opportunity employer. Auxiliary aids and services are available upon request to individuals with disabilities.