

**BENCO**  
**LPN JOB DESCRIPTION**

**REQUIREMENTS**

**Education/Experience/Qualifications**

- Must be at least 18 years of age.
- Willingness to complete a background check.
- Must provide a minimum of two work references.
- Must have current Oregon LPN license.
- Experience working in the IDD field is preferred.
- Must have a valid driver's license and a clean driving record.

**TRAINING**

- Complete pre-service hiring orientation.
- Successfully complete BBP/RA/OSHA training before going to the program.
- Successfully complete the State Core Competency online training within 30 days of hire.
- Successfully complete and maintain CPR training within 30 days of hire date or show proof of current card at time of hire.
- Successfully complete and maintain OIS training within 30 days of hire.
- Participate in a minimum of 12 hours of in-service training annually thereafter.

**RESPONSIBLE TO:**

The LPN is responsible to the Program Coordinator and/or RN Consultant and Residential Director.

**DUTIES:**

- Provide nursing services under the direction of the Program Coordinator and RN Consultant
- Provide resident care per the nursing care plan, policy, procedure, and protocol.
- Communicate at shift change per procedure/protocol.
- Document all care given to residents per procedure.
- Communicate any medical concerns, resident medical status change, medical errors, or medical questions immediately to the Program Coordinator and RN Consultant.
- Attend doctor's appointments with residents as assigned.
- Assist Direct Care with ADL's as required.
- Assist Direct Care employees with housekeeping chores as required.
- Assist Direct Care employees with resident activities of daily living as required.
- Ensure that physician's orders are followed and give medications according to physician's order.
- Ensure medication sheets are correct and medications are available by following procedure and protocol.
- Must be able to lift at least 60lbs on a regular basis.
- Attend all staff meetings.
- Maintain current LPN license.
- Any other duties as assigned by the Program Coordinator and/or RN Consultant.