(2021-59)
5140103

**POSITION VACANCY ANNOUNCEMENT**
**BELKNAP COUNTY**

| Position Title | Labor Grade | Starting Salary Range | Department/ Division | Posting Date | Work Shift |
|---|---|---|---|---|---|
| LNA | 5 | $15.00 - $25.66 shift + weekend differential | Nursing Home | 12/23/2021 | 40 hrs. 7-3 |

**SPECIAL INSTRUCTIONS:**

**Closing Date for submitting Application:** An application is required and may be completed by going to the County's website www.belknapcounty.org clicking on the "Employment" tile and "Apply on-line". Resumes are encouraged but will not serve as a replacement for the required application. Questions contact: Deb Laflamme, Human Resources, 34 County Drive, Laconia, NH, 03246; Phone 603-729-1245. Position will remain open until filled.

**GENERAL SUMMARY:**

Under the general direction of the RN/LPN, responsible for carrying out assigned functions as delegated in order to support and complement standards of nursing practice.

**ESSENTIAL JOB FUNCTIONS:***

Provides direct resident care as assigned. Conducts resident rounds daily; identifies special resident problems and reports them immediately to the Nurse.

Identifies safety hazards and emergency situations and initiates corrective action as necessary and/or seeks assistance of Charge Nurse, Treatment Nurse or Nursing Supervisor.

Assumes personal responsibility for following facility procedures related to control of equipment and supplies within the unit. Assumes accountability for compliance with federal, state and local regulations within the unit assigned and within his/her span of control.

Reports unusual problems or incidents to the Nurse or Supervisor. Documents incidents and/or unusual problems according to established facility procedures.

Participates in the development of an individualized plan of resident care for residents assigned.

Reviews ADL care cards and performs nursing care as outlined.

Records and reports intake and output when directed.

Performs basic nursing skills as outlined in LNA scope of practice; NH Board of Nursing.

Performs safety checks, vital signs, pulse oximetry per BCNH policy.

Applies and administers oxygen to residents per BCNH policy. Checks portable 02 tanks and fills per BCNH policy.

Provides incontinence care to residents.

Walks ambulatory residents. Assists residents to bathroom, as indicated by, toileting programs.

Makes sure all residents are offered nourishments per BCNH policy and resident care plans.

Assists with resident trays; passes trays, sets trays up for self-feeding residents and residents that require cuing, feeds residents.

Complies with all safety initiatives as outlined in the BCNH policy, "Transfer, Transport and Repositioning of Residents".

Provides tub baths, showers or bed baths.

Turns and repositions residents per BCNH policy and resident care plans.

Places bedpans, linen, washbasins and soiled linen in proper area.

Empties and records all urinary drainage units.

Answers residents' call bells; provides residents with blankets, drinks, etc.

Assists Activities staff with transport of residents to and from events, holiday decorating and special events.

Observes Resident Rights, safety and infection control procedures.

Completes electronic documentation on each resident, prior to end of shift.

## OTHER DUTIES AND RESPONSIBILITIES:

Participates in facility education programs as assigned. Attends all classes as assigned and completes assignments. Participates in resident care conferences and other facility meetings as assigned.

Performs other related duties as required.

## SKILLS/EXPERIENCE/TRAINING REQUIRED:

Duties require completion of a high school diploma and a certificate of successful completion of a 100-hour training course for nursing assistants.

Must be licensed through the N.H. Board of Nursing.

Must have the ability to understand and follow both written and oral instructions.

Must be dependable, demonstrate good judgment and work well with others.

## SUPERVISORY RESPONSIBILITY:

This position has no supervisory responsibilities.

## WORKING CONDITIONS/PHYSICAL DEMANDS:

This position may be exposed to indoor and outdoor environments, and may be subject to extreme variations of temperature, noise, odors, bloodborne pathogens, and physical, chemical and respiratory hazards.

Balancing, crouching, grasping, pulling, reaching, repetitive movements and stooping are required. Required to occasionally lift weights in excess of 75 pounds.

***The above statements are intended to describe the general nature and level of work being performed by people assigned to do this job. The above is not intended to be an exhaustive list of responsibilities and duties required. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.***

***External and internal applicants, as well as position incumbents who become disabled as defined under the Americans With Disabilities Act, must be able to perform the essential job functions (as listed) either unaided or with the assistance of a reasonable accommodation to be determined by management on a case by case basis.**

***This job description does not constitute an employment agreement between the employer and employee, and is subject to change by the employer, as the needs of the employer and requirements of the job change.***

**FOR ADDITIONAL INFORMATION INQUIRE AT THE HUMAN RESOURCES OFFICE, 34 COUNTY DRIVE, LACONIA, NEW HAMPSHIRE 03246**

## GENERAL PROVISIONS

In the event the County determines applicants are equally qualified and a County Employee seeks by promotion to fill this vacancy, preference will be given to County Employee.

Position postings not carrying a specific closing date under Special Instructions may be closed without notice after five working days.

In the event the County determines applicants are equally qualified after the oral interviews, and an applicant has furnished proof of entitlement with his/her application, a veteran shall receive preference in hiring related decisions.

"An Equal Opportunity Employer M/F/DP/V"