



TOTAL CARE SERVICES, INC.
Helping Others Meet Life's Challenges

POSITION ANNOUNCEMENT

Position Title:

LPN (Licensed Practical Nurse)

Work Schedule:

8:30 am – 5:00 pm (flexible as needed)

Location:

Total Care Services, Inc.
6495 New Hampshire Ave., 3rd Floor, Suite A 305
Hyattsville, MD 20783

Job Description:

The Licensed Practical Nurse administers prescribed medication and/or treatments in accordance with Physician prescribed regimens. The Licensed Practical Nurse shall also monitor medical and health records of individuals receiving services in residential settings operated by Total Care Services, Inc. to ensure that Individuals are receiving the proper health and medical care and that all required documentation related to health and medical conditions is present in the Individuals' records.

Duties and Responsibilities:

- Maintain an individual medication administration record for each Individual who is receiving medication;
- Enter in each Individual's record written notes on a monthly basis, or more often if indicated as a part of the Individual's plan of care. Assistance in this activity may be delegated to other nursing personnel;
- The Licensed Practical Nurse shall assist the Registered Nurse as needed to coordinate the development and ongoing review of each Individual's individual care plan;
- Coordinate the development and ongoing review of each Individual's individual care plan;
- Provide or supervises required program nursing services for each Individual in the day program;
- Give technical supervision to other nursing personnel including LPN;
- Assist as needed in the delivery of other required program service;
- Assist in meeting the psychosocial needs of the program participants;
- Maintain records for an individual's prescribed controlled substances
- Store medication requiring refrigeration either in a separate and secure medication refrigerator or, if in a refrigerator with foods, secures in a closed compartment or container so as to prevent cross contamination;
- Each medication shall be stored in its original container and shall not be transferred to another container or taken or used by another person;
- Medications to be taken orally shall be stored separately from other medications.
- Each medication shall be stored under proper conditions of light and temperature as indicated on its label;
- Each nurse shall promptly destroy prescribed medication that is discontinued by the physician or has reached the expiration date, or has a worn, illegible, or missing label;
- Each nurse shall provide any treatments in accordance with the Physician's prescribed regimens.
- Upon discharge or transfer from a program, all medications prescribed and a copy of the Individual's medication record shall be given to the Individual or forwarded to the individual new program;
- Upon the death of an Individual, all medications shall be retained by the program until it has been determined that disposal would be in accord with investigation and reporting of deaths under the jurisdiction of the Medical Examiner; and Performs other duties as required and assigned.

Qualifications:

- Be at least 21 years of age and licensed as an LPN, licensed to practice in the District of Columbia
- At least 1 year of experience in medication administration and hands on nursing care;
- At least one year of experience working with individuals with developmental disabilities;
- At least two years of experience working in a psychiatric mental health or two years of specialized training in psychiatric mental health nursing;
- Possess and maintain a valid Driver's License and have own transportation;
- First aid and CPR certification in addition to all other trainings required by DDS;
- Be able to recognize an emergency and be knowledgeable about emergency procedures;
- Have experience or training working with clients with developmental disabilities whose condition, due to mental and physical health needs and characteristics, require intensive services;
- Be able to read and write and communicate in the English language;
- Must be a US citizen or alien who is lawfully authorized to work in the US; and
- Must be in good health and free of communicable disease confirmed by an annual PPD skin test/ chest x-ray

How to Apply:

To apply for this position online go to http://totalcare1.org/career_opportunities
Please mail resumes to the Human Resources Department

5000 Philadelphia Way | Lanham, MD | 20706 | 301-918-0070 main | 301-918-3872 fax