



COMMUNITY ACTION PARTNERSHIP OF NW MONTANA

Department: Case Management	Wage: \$17.28
Job Description Title: LPN – Personal Touch Home Care Program	FLSA Status: Non-Exempt
Accountable To: Department Director	Position Status: Part-time 32/hrs week
Prepared By: Associated Employers	Revision Date: July 12, 2011

COMPLETED APPLICATIONS MUST BE SUBMITTED NO LATER THAN 5:00 P.M., FRIDAY, 10/7/11. ALL APPLICATIONS MUST BE SUBMITTED TO COMMUNITY ACTION PARTNERSHIP, 214 MAIN STREET, P.O. BOX 8300, KALISPELL, MT 59904-1300

WE ARE AN EQUAL OPPORTUNITY AND AFFIRMATIVE ACTION EMPLOYER

Job Summary:

Assess and evaluate the medical needs of our clients, develop POC and coordinate and ensure quality of services and maintaining at all times complete client confidentiality and privacy.

Essential Duties and Responsibilities:

- 180-day evaluations- % of time, 30%

Schedule and coordinate 6-month visits for all Medicaid personal care clients. Schedule and coordinate annual visits for private pay clients. Duties involve making referrals to the waiver program as appropriate, providing names and numbers to other services that may benefit the clients, maintaining good communications and relationship with clients and their families and completing all required paperwork and records.

- Charting of clients- %of time, 25%

Ensure that client specific details are charted/documented and placed in client's chart/file in a timely manner. Responsibilities include dictating and recording progress notes and incident reports received from the PCA, submitting timely SOR reports, attending conferences and meetings pertinent to the clients, communicating with RPO, waiver CM team and other agencies as needed. Report to services such as APS, CPS and law enforcement as appropriate. Review new PAS profiles from chart and make necessary changes to client's POC in Wizard program. Make follow-up calls when clients are temporarily outside of their homes.

- Assess, coordinate, monitor and then process admissions into the program- % of time, 20%

Comprehensively and systematically assess medical and overall needs to develop, coordinate and monitor client services to allow them to remain in their home. These duties include completion of admits, annual visits for Plan of Care and six month follow up POC evaluations, prioritizing client needs through assessing medical, physical and social needs. Set up care for the clients and

coordinate services with the providers and the client. Monitor and adjusting Plan of Care as needed to meet the needs of the client. Complete and submit all required paperwork and record keeping.

- Training of PCA's and hiring trained PCA's- % of time, 10%

Responsible for training all new Personal Care Attendant's (PCAs) for a 16-hour course and provide 8 hours of continued training each year and orientation to the Agency, community and services. Duties include revising and updating training program as necessary. Training includes among other things body mechanics, transfers and client mobility, personal assistance skills, care of the home and personal belongings, safety and accident prevention, food, nutrition and meal prep, maintaining paperwork and record keeping, understanding client rights, improved communication skills and explaining basic human needs to gain better understanding of aged and disabled clients.

- Inquiries of service- % of time, 10%

Responsible for timely responses to inquiries and explaining services the Agency provides. This involves returning and answering calls about our services, answering questions according to policy, completing intake forms, determine if services are required immediately, admit as high risk if necessary and start services within 48 hours. If not an emergency, then wait for profile response of authorized hours and days per week and finally determining if the client requires referral to another agency.

- Marketing and public relations- % of time, 5%

Communicate through various sources, including community meetings, local businesses and other agencies and organizations, the Agency's Personal Care Programs and maintain good working relationships with other Human Services organizations, hospitals, and college nursing programs. Continually promote the services of the Agency.

- Other duties as assigned and required.

Minimum Qualifications (Experience/Education):

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the education, certification, licensing, experience, knowledge, skill and/or ability required.

- Requires Montana LPN credentials and license
- Minimum of three years related experience
- Experience working with people from various socio-economic and educational backgrounds
- Knowledge of client medical issues, equipment and supplies
- Knowledge of work related Montana regulations and agency policies
- Good computer skills-Microsoft Office Suite
- Working knowledge of budgets
- Excellent written and verbal communication skills
- Detail oriented
- Must possess and maintain valid Montana driver's license
- Must possess proof of and maintain personal auto insurance
- Must be insurable under CAPNM's auto liability per insurance carrier's requirements

Physical Demands & Working Conditions:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Requires occasional to frequent standing, sitting, walking and bending or stooping
- Lifting, carrying, pushing or pulling up to 30 lbs occasionally
- Some infrequent lifting, carrying, pushing or pulling up to 60 lbs.
- Frequent keyboarding
- Continuous use of both hands and arms
- Requires both close and distant vision
- Ability to hear normal conversation both in person and on phone.
- Ability to speak in a clear voice
- Exposure to biohazards and diseases, pollen, dander, dangerous animals, annoying odor and noxious gases
- Frequent washing of hands using detergents and soaps
- Some travel by auto with exposure to traffic in year round weather conditions
- Some travel requiring overnight stay
- Use of latex/rubber gloves
- Exposure to wet, slippery conditions and sun/windy conditions
- Work in moderate to high detail with frequent deadlines
- Frequent use of computers and other offices equipment
- May work alone occasionally
- Possible exposure to violence
- Day shift

Benefits Currently Offered:

Vacation
Sick Leave
Paid Holidays
Health Insurance
403(b) Thrift Plan
Dental (optional)
Vision (optional)
Employee Assistance Program (EAP-free counseling)
Supplemental Hospital (optional)
Supplemental Accident (optional)
Supplemental Cancer (optional)
Car/Homeowners Insurance (optional)
Life/Accidental Dismemberment & Disability (optional)
Medical/Dependent Day Care Flexible Spending Accounts (optional)

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