**Casual LPN**

**Location:** Guildford Day Program for Older Adults

South Surrey Day Program for Older Adults

Newton Day Program for Older Adults

**Hours of work:** Monday-Saturday 9:00am-3:00pm

Monday-Saturday 8:45am-3:00pm

**Reporting to:** Director of Day Program

**Summary of Role**

Provide holistic care for clients attending a day program for older adults.

**Duties and Responsibilities**

1. Complete initial client assessment in order to determine program suitability.
2. Manage the client intake process; responsible for assembling intake package and ensuring that all forms and documents are completed.
3. Correspond with Fraser Health Home Health and other health professionals or agencies using fax, e-mail or telephone.
4. In collaboration with the Recreation Therapist, create and maintain a detailed care plan that addresses the holistic needs of the client.
5. Provide client and caregiver with appropriate information and resource material.
6. Monitor general health of the client while attending the program; carry out basic treatment within the scope of practice (eg: wound care).
7. Medication and (emergency) oxygen administration.
8. Provide personal care, such as toileting and feeding.
9. Assist with two-person transfers.
10. Update database with new or changed client information using an internal software program.
11. Ensure new or changed client information is effectively communicated to appropriate members of the care team.
12. Complete a daily report using Microsoft Excel confirming a client’s attendance, meal costs and method of transportation.
13. Maintain medical nursing supplies.
14. Follow emergency guidelines in the event of a medical emergency, client elopement or other emergency (such as fire or earthquake).
15. Responsible for site operations and safety when the Site Manager is not immediately available.
16. Attend and actively participate in client care meeting.
17. Educate client and caregiver regarding positive health habits and nutrition.
18. Maintain knowledge and understanding of all day program policies and procedures.
19. Perform basic administration duties including data entry, printing, organizing and filing.
20. Maintain accurate and comprehensive client records (such as incident reports, client charting) and complete in a timely manner.
21. Initiate skills development and advocate for industry best practices.
22. Demonstrate and reinforce client care skills with the care team (such as proper body mechanics, transfers, walking program protocols, bathing assistance).

**Education and Training**

* Possess a valid registration number with CLPNBC.
* Possess a valid First Aid/CPR Certificate.
* Certificate in Food Safe Level 1.
* Demonstrate technical proficiency in Microsoft Office.

**Experience**

* Recent, relevant experience of two years or an equivalent combination of education, training and experience.

**Skills and Abilities**

* Physically fit to perform the above duties which may include standing, bending and lifting.
* Communicate effectively with client and caregiver in a manner which demonstrates maturity, tact, empathy, patience, confidentiality and professionalism.
* Demonstrate ability to observe and recognize changes in clients.
* Ability to work independently, collaboratively and in cooperation with others.