

*Code: 4133*

*Title: LICENSED PRACTICAL NURSE-TEAM LEADER*

SUMMARY: Supervises and coordinates unlicensed nursing staff in support of a client home care program.

DUTIES/RESPONSIBILITIES: (Work assignments may vary depending on the department's needs and will be communicated to the applicant or incumbent by the supervisor.)

Supervises and coordinates unlicensed nursing staff, determines work priorities, assigns work to ensure timely work flow for service to home care clients;

Evaluates employee performance, makes recommendations on hiring, termination, and related personnel activities, and initiates progressive discipline process as necessary;

Visits clients to monitor, evaluate and report on services provided by unlicensed nursing staff;

Reviews, audits and records daily receipts, hours and reports from unlicensed nursing support staff;

Works with Case Manager, Registered Nurse and Physical Therapist to determine services required by clients;

Determines, and directs others in, actions to take to resolve client complaints and operational problems;

Answers questions regarding health care provisions from client, client's family and health care professionals;

Makes referrals for other skilled or support services;

Prepares and maintains program and client records.

KNOWLEDGE & SKILLS:

Knowledge of:

- principles, practices, methods and techniques of practical nursing services;
- rehabilitative nursing techniques;
- principles and practices of supervision;
- infection control and aseptic technique;
- local resources and social service agencies.

Skill in:

- supervising, planning, evaluating and scheduling the work of others;
- establishing and maintaining effective working relationships with staff, patients, family members and supervisors;
- determining service priorities;
- performing practical nursing duties;
- preparing reports.

MINIMUM QUALIFICATIONS:

Licensed to practice as a Licensed Practical Nurse in the State of Arizona and two years of experience in a supervisory or lead capacity including one year of experience providing direct nursing care to the elderly or disabled.

OTHER REQUIREMENTS:

Licenses and Certificates: A current license to practice as a Licensed Practical Nurse in the State of Arizona. Some positions require a valid Arizona Class D driver license at the time of application. Failure to obtain/maintain the required licensure shall be grounds for termination.

Special Notice Items: Department of Labor regulation CFR Part 1910.130 requires notification that this category may have a high risk of exposure to communicable diseases. Hepatitis B vaccine will be provided.

Physical/Sensory Requirements: Physical and sensory abilities will be determined by position.

This classification specification is intended to indicate the basic nature of positions allocated to the classification and examples of typical duties that may be assigned. It does not imply that all positions within the classification perform all of the duties listed, nor does it necessarily list all possible duties that may be assigned.

Pima County

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