



<b>Licensed Practical Nurse</b>
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<b>FLSA Status</b>	Non-Exempt
<b>Reports to:</b>	Nurse Manager
<b>Supervises:</b>	N/A
<b>Salary Range:</b>	\$25.00-\$29.00/hr.

**JOB SUMMARY**

Responsible for the delivery of direct health care services for Daystar Kids’ pediatric day-respite program under the direct oversight of a Registered Nurse at all times. The Licensed Practical Nurse will abide by the scope of practice within New York State’s Licensed Practical Nursing Standards. Essential duties include but are not limited to the delivery and oversight of medical care, pursuant to each program participant’s individualized health care plan and developmental needs. Works collaboratively with each classroom team to ensure a safe and supportive environment.

**ESSENTIAL FUNCTIONS**

**Daily Provision of Care**

- Follows the Care Plan as developed by the Registered Nurse as related to childcare.
- Completes a daily health assessment of all program participants in care. Identifies normal versus abnormal findings and reports results to the RN.
- Ensures program participants are in compliance with health policies as outlined in Daystar’s Parent Handbook.
- Evaluates child/family responses to activities, therapies, and medications, and identifies concerns/issues, reporting these concerns to the RN.
- Ensures daily health care plan, medical supervision, and routines are being followed through based on Daystar Kids policy and procedures manual(s) and best practices model of care.
- Assures quality of care by adhering to therapeutic standards; measuring health outcomes against patient care goals and standards; following agency and nursing department’s philosophies and standards of care.
- Helps to resolve client problems and needs by utilizing multidisciplinary team strategies.
- Maintains safe and clean working environment by complying with procedures, rules, and regulations, calling for assistance from direct care team and nursing directors and staff.
- Protects patients and employees by adhering to infection-control policies and protocols, medication administration and storage procedures, and controlled substance regulations.
- Maintains continuity among nursing teams and direct care staff by documenting and communicating actions, irregularities, and continuing needs.
- Maintains patient confidence and protects operations by keeping information confidential in conformity with HIPAA standards.
- Maintains professional and technical knowledge by attending educational workshops; reviewing professional publications; establishing personal networks; participating in professional societies.

- Maintains a cooperative relationship among health care teams by communicating information; responding to requests; building rapport; participating in team problem-solving methods.

### **Family & Community Engagement**

- Establishes, cultivates, and maintains open two-way communication with parents/guardians and other family members regarding the child's healthcare status and progress.
- Collaborates with assigned medical personnel and multidisciplinary team members to ensure the well-being of each child in care.

### **Training & Compliance**

- Communicates with nursing team to ensure patients have items on site to ensure compliance with NYS Office of Child and Family Services (OCFS), Office of Persons with Developmental Disabilities (OPWDD), Department of Health (DOH) policies, regulations, and procedures, and all other applicable laws.
- Maintains a working knowledge of community support systems and significant developments and trends in the fields pertaining to medically fragile and developmentally disabled pediatric populations.
- Promotes a positive workplace climate and organizational culture that fosters effective teamwork and positive interpersonal relationships.
- Demonstrates basic competency with regard to health and safety standards during the first month of employment.
- Participates in additional training as necessary and/or as requested.
- Maintains confidentiality of all information related to Daystar Kids, its program participants and their family members, volunteers, and employees that may be encountered either formally or informally, during the normal course of business; this includes medical and treatment records, financial, programmatic, and human resource information.
- Must work within the building while a licensed RN is also in the building.

### **EDUCATION & EXPERIENCE**

- Graduate of a program in practical nursing.
- Two to four years of pediatric or acute care experience; or equivalent combination of education and experience.
- Current New York State Licensed Practical Nurse license.
- Completes a minimum of 15 hours annual training approved by NYS OCFS pertaining to the protection of the health and safety of children.
- Completes NYS required 30 hours of training every two years.
- Current infant and child BLS certification
- PEARS Certification or completion within one year of hire

### **KNOWLEDGE, SKILLS & ABILITIES**

- Demonstrated ability to work successfully with children with special healthcare and/or developmental needs.
- Ability to show care and compassion for others.
- Demonstrated belief in valuing diversity.
- Demonstrated ability to work collaboratively with other adults.
- Excellent verbal and written communication skills.
- Proficient computer skills.

### **PHYSICAL DEMANDS & WORK ENVIRONMENT**

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.

- The employee must frequently lift and/or move up to 50 pounds.
- The employee must be able to regularly stand for long periods of time, sit, bend and assume postures in low positions to best engage children and ensure visual contact.
- The employee is regularly required to move from a seated position to a standing position promptly.
- The employee is regularly required to use hands; reach with hands and arms and talk or hear.
- The noise level in the work environment is usually high
- The employee is expected to work on-site in a classroom/therapeutic environment

I can, with or without reasonable accommodation(s), perform the essential functions of this position:

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**Employee Name**

\_\_\_\_\_  
**Employee Signature**

\_\_\_\_\_  
**Date**

**Date Created/Revised:**

2/4/2025