



507 1st Ave. N
Escanaba, MI 49829
(906) 786-7080 – Phone
(906) 789-9423 – Fax

The Community Action Agency Senior Services Program is currently accepting applications for the following position:

Part-time **LPN/RN** in Escanaba. Hours vary.

Candidates must submit a copy of current license, have experience in providing in-home services and must possess a driver's license and insured vehicle.

Entry wage is \$14.09 – \$17.75 depending on experience.

Benefits include 403(b) retirement plan and access to our Employee Assistance Program.

Please submit a completed application and resume to MDSCAA, Attention: Corinne Cramer, 507 1st Ave N, Escanaba, MI 49829 **OR** send an email to hr@mdscaa.org.



Job Title: Licensed Practical Nurse or Registered Nurse
Location: Escanaba Admin Office
Revised: January 2021
Program: Senior Services
Reports To: Personal Care Services Manager
Classification: Non-Exempt, Hourly

POSITION OVERVIEW

Position responsible for components of Personal Care Services that require LPN/RN oversight, including med pours. LPN/RN will assist with in-home supervisions as needed. Responsible for all necessary job-related paperwork.

REQUIREMENTS

- Must submit copy of current license.
- Experience in providing in-home services.
- Ability to communicate and document information that is easily understood.
- Make decisions under emergency situations.
- Submit to criminal background check.
- Must possess an insured motor vehicle, valid driver's license with an acceptable driving record.

JOB ESSENTIALS

- Constructive and cooperative working relationships with others.
- Ability to follow directions.
- Adhere to strict confidentiality of client/participant information.
- Must submit to criminal background checks.
- Valid driver's license, acceptable driving record, good vehicle with insurance.
- Ensure necessary referrals are made and pertinent information is communicated to appropriate staff.
- Assist with aide supervision as assigned by supervisor.
- Measure and record client vital signs when doing home visits.
- Set up medications as assigned, following up to date order.
- Document all visits, calls, observations, etc., on clients.
- Report to Personal Care Supervisor any changes in client status.
- Attend all trainings and meetings as required by supervisor.

ADA Physical Activities Checklist

- **Balancing:** Maintaining body equilibrium to prevent falling and walking, standing or crouching on narrow, slippery, or erratically moving surfaces. This factor is important if the amount of balancing exceeds that needed for ordinary locomotion and maintenance of body equilibrium.

- Reaching: Extending hand(s) and arm(s) in any direction.
- Standing: Particularly for sustained periods of time.
- Walking: Moving about on foot to accomplish tasks, particularly for long distances or moving from one work site to another.
- Lifting: Raising objects from a lower to a higher position or moving objects horizontally from position-to-position. This factor is important if it occurs to a considerable degree and requires substantial use of upper extremities and back muscles.
- Fingering: Picking, pinching, typing or otherwise working, primarily with fingers rather than with the whole hand as in handling.
- Grasping: Applying pressure to an object with the fingers and palm.
- Feeling: Perceiving attributes of objects, such as size, shape, temperature or texture by touching with skin, particularly that of fingertips.
- Talking: Expressing or exchanging ideas by means of the spoken word. Those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly or quickly.
- Hearing: Perceiving the nature of sounds with normal speaking levels with or without correction. Ability to receive detailed information through oral communication, and to make the discriminations in sound.
- Repetitive Motion: Substantial movements (motions) of the wrists, hands, and/or fingers.

ADA physical requirements of this position

- Light work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects. If the use of arm, and/or leg controls requires exertion of forces greater than that for sedentary work and the worker sits most of the time, the job is rated for light work.
- The worker is not substantially exposed to adverse environmental conditions (such as in a typical office or administrative work.)

The worker will be subject to the following conditions

- None. The worker is not substantially exposed to adverse environmental conditions (such as in a typical office or administrative work).

**THIS LIST IS NOT INTENDED TO BE ALL-INCLUSIVE AND
OTHER GENERAL DUTIES MUST BE PERFORMED AT DIRECTION OF
SENIOR SERVICES DIRECTOR OR SUPERVISOR**