

## LPN Team Leader Job Description

### Job Summary:

This position assumes the role as a leader in planning, directing, developing, and managing all the departments to promote quality care. The responsibilities include meeting and adhering to professional standards, complying with organizational and corporate policies and procedures, supporting corporate and organizational missions, goals, and values; promoting teamwork among associates and fostering positive tenant outcomes. Excellent interpersonal and written communications skills are a must, as well as the ability to work well with others and be sensitive to their problems, concerns and goals.

### Personal Characteristics:

- High energy level, comfortable performing multifaceted projects in conjunction with day-to-day activities.
- Superior interpersonal abilities.
- Ability to get along with diverse personalities, in a tactful, mature, and flexible manner.
- Good reasoning abilities and sound judgment.
- Good communication skills (written & verbal English).
- Resourceful and well organized.
- Requires ability to work with a minimum of supervision and excellent interpersonal, writing and presentation skills.
- Participative management style-advocate of team concept.
- Results and people oriented, but have sound judgment and the ability to balance other business considerations.
- Service oriented, but assertive/persuasive when appropriate.

### Responsibilities:

- Fundamental understanding of the Simpe Q, assisted living and Courtyard Terrace policies and organization.
- Establishes goals and objectives for all staff.
- Institutes organizational structure and communication systems.
- Protects interests of employees and the company in accordance with company policies and governmental laws and regulations.
- Review and implement policies in coordination with the views and wishes of Courtyard Terrace.
- Coaching and disciplining and possible termination of staff as required (in accordance with BC Labour Standards).
- Plans, organizes and directs care delivery in conformance with established company policy, law and governmental regulatory agencies.
- Proficient computer skills.
- Organize and assist in orientation with all new employees.
- Explain and review all relevant policies and procedures with employees.
- Be aware of onsite safety, OH&S, and right to refuse unsafe work.

- Use clinical judgement to arrange added hours for clients who have acute medical needs.
- Completion of employee performance appraisals.
- Schedule and attend meetings (OH&S, Nurse, HSW's, Fraser Health Case Manager's).
- Schedule and lead pre occupancy meetings.
- Provides education related to assigned tasks.
- Assists/and or coordinates Promoting Active Living (PAL) program.
- Conducts monthly audits.
- Liaise with families re medical/care concerns.
- Senior Care updating.
- Personal service plans.
- Assessments and Quarterly reviews.
- Supervision of HSW's, MSW's.
- Staff replacement.
- Daily communication with all staff.
- Weekly reports to Simpe Q Directors.
- Other related duties as assigned by Simpe Q Care Manager and Directors.

### **Regulations:**

Adheres to regulations outlined in the following Acts and Legislations:

- *The Criminal Records Review Act [RSBC 1996]*
- *The Freedom of Information and Protection of Privacy Act [RSBC 1996]*
- *B.C.'s Health Care (Consent) and Care Facility (Admission) Act*
- *British-Columbia College of Nursing Professionals (BCCNP) Registration*
- *Patients Property Act*
- *Community Care and Assisted Living Act*
- *Residential Care Regulation*
- *Adult Guardianship Act*
- *WorkSafe B.C. Regulations*
- Satisfactory present and continuous medical screening in compliance with the Province's immunization and tuberculosis control program

### **Resident Safety:**

- Perform all duties in a manner in which client safety is the focus.
- Report any unsafe activities that may cause harm or injury to a client.
- Educate other co-workers/colleagues on the proper safety techniques when there is a possibility of endangering a client.
- Observe and correct any unsafe behavior demonstrated by client.

### **Physical Demands:**

- Job requires a significant amount of sitting, standing, reaching, walking, lifting and walking (according to the National Occupational Classification (NOC) Definitions, this job is considered "Medium").

- Lifting 50lbs maximum.
- Frequently lifting and/or carrying objects up to 20lbs.
- May involve sitting with pushing and pulling or arm and/or leg controls.
- Must be able to handle stressful situations in the workplace.

### Health and Safety Risks:

- **Physical:**
  - Muscle strain from lifting, transferring, turning clients
  - Dealing with aggressive clients
  - Repetitive strain injuries
- **Ergonomic:**
  - Working at a desk/computer
- **Chemical:**
  - WHMIS & Control products (e.g. Cleaning products, skin & wound products, shampoos, soaps, antiseptic and antibacterial solutions, Oxygen)
- **Biological:**
  - Contact with blood & body fluids
  - Exposure to illnesses common to communal living environments (Influenza, colds, GI illnesses, other bacteria & viruses)
  - Plants and animals
  - Needle stick injuries
- **Radiation**