

Human Resources U.S Province Job Posting

The U.S. Province Office for the School Sisters of St. Francis in Milwaukee, Wisconsin, a Catholic Women's Religious Community, and non-profit organization is looking for LPN's.

The LPN's will provide care to the Sister residents at Sacred-Heart. The LPN's work within a team structure with all members of nursing providing nursing related duties that directly affect the overall care of the Sisters served.

There are two 56 hours per pay period positions available, one 48 hour per pay period position available and one 72 hour per pay period position available. The hours for the above positions are 230pm-11pm.

Responsibilities

- Endorse the Philosophy and Mission of the School Sisters of St. Francis and the philosophy of Care of the Sisterhood.
- Received, greets, directs Sisters, staff and visitors; projects a positive image of the organization.
- Demonstrates a willingness to participate in activities to improve department performance.
- Takes responsibility to ensure the highest possible satisfaction of the Sisters, coworkers and guests.
- Demonstrates a positive attitude when working with challenging situations.
- Communicates effectively with SSSF coworkers as well as with Community Care staff regarding Sister needs.
- Handles conflict positively, seeks guidance when needed.
- Communicates concerns to the appropriate person with the focus on a problem solving versus blaming.
- Actively promotes cooperation and teamwork among peers.
- Demonstrates ability to adjust to changes in work assignment; is flexible.
- Demonstrates willingness to assist others when needed.
- Demonstrates a welcoming atmosphere to see new staff and guest staff.
- Demonstrates being a supportive mentor to new staff.
- Takes an active role in learning about changes; offering suggestions.
- Accepts coaching on issues to improve current job skills or learn new ones.
- Provides report to Nursing Assistants at the beginning of each shift and receives a return report at the end of shift.
- Monitors for changes in condition and acts as indicated; confers with the Registered Nurse and/or physicians.
- Provides accurate and complete shift to shift report verbal and written.
- Directs staff according to Policy and Procedures during emergency situations.
- Provides direction and oversight of care provided by Nursing Assistants and addresses issues as appropriate.
- Administers medications according to facility policy and procedures.
- Accurately documents and communicates incidents and accidents.
- Monitors environment to assure homelike atmosphere and addresses issues as they arise.
- Monitors the work environment to assure safety and address issues as they arise.
- Complete treatment as ordered and communicates effectiveness.
- Observes, records and reports Sisters symptoms and reactions to medications and/or treatments.
- Demonstrates correct use of equipment; oxygen, pulse ox, blood pressure CPAP, nebulizer etc.
- Demonstrates desire to learn and grow professionally.
- Process physician orders according to facility policy.
- Collaborate with Community Care for provision of care.
- Demonstrates willingness to assist others when needed.
- Documents in the medical record pertinent and accurate information.
- Promote self-responsibility in health-related matters by assisting the Sister to establish health goals, determine methods to meet goals and self-evaluate progress towards the goals.

- Demonstrates competency and physical assessment skills.
- Performs duties as assigned by SSSF Family Health Services Director and the RN-PM Supervisor.
- Utilize supplies, time and equipment effectively to avoid damage or waste.
- Completes assignments during allotted scheduled times.
- Participates in the evaluation of performance of peers.

Qualifications and Skills

- A licensed practical nurse degree from an accredited nursing program.
- One year related experienced and/or training; or equivalent combination of education and experience.
- Experience in a Long-Term Care facility preferred.
- CPR certification required.

The LPN positions are benefit eligible positions and offer a competitive wage. Our benefits that are available includes health/dental/vision insurance, company paid short-term and long-term disability, life insurance and 403(b) employer contribution, paid vacation days and holidays.

Qualified candidates please send a cover letter and resume to Sonia Riecan, Human Resources Manager – U.S. Province at sriecan@ssf.org or apply online on our website.