

## Alzheimer's Community Care, Inc.

**Position Title:** Family Nurse Consultant I - LPN  
**Supervisor:** Director of Family Nurse Consultant Services  
**Department:** Community Care Services  
**Status:** Non-Exempt  
**Effective Date:** January 1, 2010  
**Revision:** October 24, 2017

**Position's Major Description:** This position requires a Licensed Practical Nurse who has healthcare skills and expertise within the Neurocognitive disorder system. This professional has unique capabilities that contribute to the emotional well-being of patients, caregivers, and families. This position has access to supportive services that provide stability and assurance to families and other professionals as the disease progresses for the next two to twenty years with the average being ten. Clinically and medically this position interacts with other health/social service networks when it is appropriate and necessary, i.e., physicians, Adult Protective Services, law enforcement, attorneys, when safety and security are threatened for both patient and caregiver.

### **Position Responsibilities:**

1. Triage cases (crisis and non-crisis), identifies patient and caregivers needs, creates an individualized plan of care and provides appropriate care management services.
  2. Initiates and directs comprehensive services for implementing safety and preventive measures. Observes and estimates potential dangers of disabling conditions and indicates preventive and corrective measures when necessary.
  3. Identifies environmental elements and health problems affecting the patient and family and ensures recommendations of corrective and/or preventive action be given to families and professionals. Does appropriate follow-up is accomplished in logical time frame for maintaining continuous stability to the patient and family.
  4. Coordinates and/or refers to outside agencies and service providers, either public or private, to ensure patient and caregiver's evaluated needs are met.
  5. Conducts initial and annual in home evaluations and makes ongoing contact with all active cases regularly throughout the year. Reviews with supervisor for development of care plans.
  6. Participates in "on-call" rotation, after business hours, for the 24-hour Alzheimer's Crisis Response service, with use of provided communication devices.
  7. Develops collaborative relationships with the Specialized Adult Day Service Centers and provides leadership in educational and clinical domains.
  8. Provides education and training to new program staff and provides team leadership and support to peers.
  9. Responsible for oversight of assigned Support Group functions, attending monthly at minimum and facilitating the Support Group is an assigned duty.
  10. May review a specific chart because of a medical need is depicted with a patient and/or family.
  11. Participates in monthly inter-service meetings with Specialized Adult Day Service Center staff and Case Managers.
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12. Substitutes in Alzheimer's Community Care's Specialized Adult Day Service Centers, as requested, on an emergency basis, administering medications, documenting, and providing personal care, including but not limited to assisting with ambulation, transferring, toileting, bathing, feeding, and other personal care issues.
13. Assists in presenting educational trainings on Alzheimer's disease and dementia-specific topics in the community.
14. Represents Alzheimer's Community Care at professional meetings and outreach activities; serves on committees related to policies, procedures, records, etc.; maintains availability to health and human services professionals regarding Alzheimer's Community Care programs.
15. Maintains organized records and documents data on a daily basis either written or using technology for marking file complete. Accurately collects and enters data from source documents into computer.
16. Ensures the assembly of clinical records and reports data in regular reporting procedures.
17. Participates in and makes contributions to program development by sharing observations of changing community needs.
18. Works with local Law Enforcement agencies on outreach programs within the community.
19. Facilitates ID Locator Bracelet services in the changing of wristbands and batteries as assigned, and interfaces with the service and families when incorporating into patient's care plan.
20. Maintains activity as required in Alzheimer's Community Care hurricane/disaster plans which is inclusive of pre, during and post event.
21. Responsibilities include entering information into EMR database system, which requires accuracy, integrity and competency.
22. Provides supervision and direction for volunteers assisting in Family Nurse Consultant responsibilities such as Support Groups, answering telephones, attending health fairs, etc.
23. Performs other duties as requested by the Supervisor.

**Supervisory Responsibilities:** Provides supervision and direction for volunteers assisting in Family Nurse Consultant responsibilities such as Support Groups, answering telephones, attending health fairs.

**Supervision Received:** Supervision received by the Director of FNC Services and/or COO. Little day-to-day supervision, as the position is highly self-motivated. Participates in regularly scheduled meetings with supervisor.

**Position Relationships:**

*Internal Relationships:* Close working relationship with Director of FNC Services and FNCA, Family Nurse Consultants, Case Managers, and Supervisors. Also with Education Department staff, Specialized Day Services staff, and volunteers. Works as a team member with other staff and departments to accomplish required tasks. Active on Advisory Council sponsored by the Organization.

*External Relationships:* Daily contact with the public on the phone and in person. Frequent contact with vendors of services, community, and government agencies. Provides monthly report on activities of position and program.

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**Other Relevant Aspects of Position:** May require work in excess of scheduled hours from time to time. Requires frequent travel throughout the community.

**Governing Structure:** N/A

**Government:** Interactions with auditors and surveyors of governing agencies as well as government employees such as law enforcement, case managers, etc.

**Work conditions may include, but are not limited to:**

1. Walks or stands 50% of the time, sits the other 50%.
2. May drive 20% of the time.
3. May lift or assist with lifting in patient transfers from wheelchair to chair, wheelchair to toilet, vehicle to wheelchair, etc.
4. Provides or assists with personal care from 5 to 10 times per day when substituting in Specialized Adult Day Service Centers.
5. Often works in shared group space with moderate noise level.
6. Works with frequent interruptions.
7. Works with a Department team of up to 70 people and may interact with up to 40 people daily.
8. During emergency conditions, may be exposed to long working hours and/or heat, rain, wind, or cold.
9. During working hours, may be exposed to offensive odors.
10. During working hours, may be exposed to bodily fluids and is required to implement universal precautions procedures.

**Position Requirements:**

**Education:** Licensed as a Practical Nurse with a current Florida license with no restrictions or disciplinary action.

**Experience:** The Family Nurse Consultant – LPN must have a minimum of five (5) years relevant clinical experience with two (2) years in intermittent home health visits preferred. Possesses knowledge and ability to provide comprehensive nursing care within scope of professional practice and knowledge of community and home health services, public health science, and the long-term care continuum of community-based, home, and institutional services.

**Essential Job Requirements of Position:**

1. High levels of confidentiality regarding patient and family issues, diagnoses, financial status, etc. All federal confidentiality and/or HIPAA laws related to medical records apply to this position.
  2. May require work in excess of scheduled hours from time to time.
  3. Must possess the ability to lift 50 lbs. maximum with frequent lifting and carrying of objects weighting up to 25 lbs. when substituting in Specialized Adult Day Service Centers.
  4. Must possess the ability to frequently stand, walk, speak clearly, hear patients' communications, stoop, kneel, crouch, reach, and handle program supplies/equipment.
  5. Must be able to work indoors or outdoors based on patient needs.
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6. Must have reliable transportation.

**Skills/Abilities:** Must have the ability to handle multiple tasks simultaneously and still maintain flexibility and stability. Must sustain the image of Alzheimer's Community Care in person, by phone and through written communication. Must have ability to exercise sound judgment develop and initiate work solutions to obstacles and problem solving skills and at times thinking out of the box. Must possess computer skills and be able to operate all equipment necessary to complete duties. Must have good listening skills. Must be efficient with time management and be organized. Must be comfortable with families and support group when teaching. Must possess the ability to quickly triage and intervene to diffuse crisis situations within the Alzheimer's continuum of care and other settings. Critical thinking is imperative when managing a crisis.

**Position Resources Provided by Alzheimer's Community Care:**

1. Office key(s)
2. Alarm code(s), where applicable
3. Business cards
4. Professional name badge
5. Cellular telephone
6. Mileage reimbursement

I have fully read and understand the requirements of the aforementioned job description.

I agree that, as a condition of my employment, I will maintain confidentiality regarding all patient and consumer records and ACC financial issues, which may come to my attention. I also agree, as a condition of my employment, I will avoid situations, relationships, activities, and agreements which present a conflict of interest. I also understand that this job description is not intended and is not construed as an all-inclusive list of responsibilities, skills, efforts, or working conditions associated with this position.

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*Signature*

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

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*Printed Name*

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*Employment Date*

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*Signature of Supervisor*

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*Job Title*

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

