



Job Description Packet

Position descriptions for RN, LPN, CNA and Respiratory Therapist - signature required

Locate your position, read the full description, then sign the acknowledgment page for your role at the end of this packet.

Registered Nurse (RN)

Reports to: Agency Director of Nursing and the facility charge nurse or unit manager on assignment. **Status:** PRN / per-diem, W-2 or 1099 by election. **Settings:** Nursing homes, hospitals and clinics throughout Chicago and the suburbs.

Essential duties

- Complete head-to-toe assessments and document findings in the facility EMR each shift.
- Administer medications and treatments per provider orders, including IV push, IV piggyback and central line care within scope.
- Develop, update and follow the resident/patient plan of care; communicate changes in condition promptly.
- Supervise and delegate appropriately to LPNs and CNAs assigned to the unit.
- Perform admissions, discharges, transfers and provider communication (SBAR).
- Respond to codes and emergencies within BLS/ACLS scope of certification.
- Complete accurate narcotic counts, incident reports and end-of-shift hand-off.

Minimum requirements

- Active, unencumbered Illinois RN license (or valid compact license)
- Current AHA BLS; ACLS required for hospital, ER, ICU, telemetry and L&D; assignments
- Minimum one (1) year of acute or long-term care experience preferred
- Physical exam within 12 months and current TB screening (2-step or IGRA)
- Complete immunization record, government photo ID and Social Security card
- Cleared Illinois background check and health care worker registry verification

Physical and environmental demands

- Lift and reposition up to 50 lbs with assistance and use mechanical lifts as required.
- Stand, walk, bend and reach for the majority of an 8 or 12 hour shift.
- Respond quickly to emergencies and tolerate exposure to bloodborne pathogens with PPE.
- Read, write and communicate clearly in English, including EMR documentation.



Success Nurse Agency Inc.

Plainfield, Illinois | 779-374-1207 | successnurseagency@gmail.com | successnurseagency.com

Licensed Practical Nurse (LPN)

Reports to: Agency Director of Nursing and the facility charge nurse or unit manager on assignment. **Status:** PRN / per-diem, W-2 or 1099 by election. **Settings:** Nursing homes, hospitals and clinics throughout Chicago and the suburbs.

Essential duties

- Collect and document vital signs, focused assessments and changes in condition; escalate to the RN.
- Administer oral, topical, subcutaneous, IM and (where state-permitted and certified) IV medications.
- Perform treatments including wound care, catheter care, ostomy care, tube feedings and glucose monitoring.
- Reinforce teaching and contribute to the plan of care under RN/provider direction.
- Supervise CNAs assigned to the hall and verify ADL documentation.
- Maintain accurate MAR/TAR documentation with no blanks and timely narcotic reconciliation.

Minimum requirements

- Active, unencumbered Illinois LPN license
- Current AHA BLS certification; IV certification where required by assignment
- Physical exam within 12 months and current TB screening (2-step or IGRA)
- Complete immunization record, government photo ID and Social Security card
- Cleared Illinois background check and health care worker registry verification

Physical and environmental demands

- Lift and reposition up to 50 lbs with assistance and use mechanical lifts as required.
- Stand, walk, bend and reach for the majority of an 8 or 12 hour shift.
- Respond quickly to emergencies and tolerate exposure to bloodborne pathogens with PPE.
- Read, write and communicate clearly in English, including EMR documentation.



Certified Nursing Assistant (CNA)

Reports to: Agency Director of Nursing and the facility charge nurse or unit manager on assignment. **Status:** PRN / per-diem, W-2 or 1099 by election. **Settings:** Nursing homes, hospitals and clinics throughout Chicago and the suburbs.

Essential duties

- Provide activities of daily living: bathing, grooming, oral care, toileting, dressing and feeding assistance.
- Obtain and record vital signs, intake and output, and daily weights.
- Safely transfer, reposition (Q2) and ambulate residents using gait belts and mechanical lifts.
- Report skin changes, falls, refusals and any change in condition to the charge nurse immediately.
- Answer call lights promptly and maintain a clean, safe, dignified environment.
- Document ADLs and behaviors in the facility EMR before the end of shift.

Minimum requirements

- Active listing on the Illinois Health Care Worker Registry (CNA in good standing)
- Current AHA BLS certification
- Physical exam within 12 months and current TB screening (2-step or IGRA)
- Complete immunization record, government photo ID and Social Security card
- Cleared Illinois background check

Physical and environmental demands

- Lift and reposition up to 50 lbs with assistance and use mechanical lifts as required.
- Stand, walk, bend and reach for the majority of an 8 or 12 hour shift.
- Respond quickly to emergencies and tolerate exposure to bloodborne pathogens with PPE.
- Read, write and communicate clearly in English, including EMR documentation.



Respiratory Therapist (RT)

Reports to: Agency Director of Nursing and the facility charge nurse or unit manager on assignment. **Status:** PRN / per-diem, W-2 or 1099 by election. **Settings:** Nursing homes, hospitals and clinics throughout Chicago and the suburbs.

Essential duties

- Deliver oxygen therapy, aerosolized medications, IPPB, hyperinflation and airway clearance therapy.
- Set up, monitor and wean invasive and non-invasive ventilation per protocol and provider order.
- Draw and interpret arterial blood gases; perform pulse oximetry and capnography monitoring.
- Manage artificial airways including suctioning, cuff pressure checks and tracheostomy care.
- Assist with intubation, extubation, bronchoscopy and respond to codes and rapid responses.
- Complete respiratory assessments, ventilator flow sheets and therapy documentation each shift.

Minimum requirements

- Active Illinois Respiratory Care Practitioner license and NBRC credential (CRT or RRT)
- Current AHA BLS; ACLS required for hospital and ICU assignments; PALS/NRP as assigned
- Physical exam within 12 months and current TB screening (2-step or IGRA)
- Complete immunization record, government photo ID and Social Security card
- Cleared Illinois background check

Physical and environmental demands

- Lift and reposition up to 50 lbs with assistance and use mechanical lifts as required.
- Stand, walk, bend and reach for the majority of an 8 or 12 hour shift.
- Respond quickly to emergencies and tolerate exposure to bloodborne pathogens with PPE.
- Read, write and communicate clearly in English, including EMR documentation.



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Job Description Acknowledgment

I have read the job description for the position I am accepting with Success Nurse Agency Inc. I understand the essential duties, the minimum credential requirements and the physical demands of the role, and I am able to perform these duties with or without reasonable accommodation. I understand that I must practice within my Illinois scope of practice at all times.

Position accepted (check one)

- | | |
|--|---|
| ☐ Registered Nurse (RN) | ☐ Licensed Practical Nurse (LPN) |
| ☐ Certified Nursing Assistant (CNA) | ☐ Respiratory Therapist (RT) |

Staff signature

Printed name	_____	Title / Credential	_____
Signature	_____	Date	_____

Agency representative

Printed name	_____	Title / Credential	_____
Signature	_____	Date	_____