



Job Description

Job Title: Psychiatric LPN

Position Supervisor: Director of Nursing; Residential Program Director

Pay Grade: 14; Full-time, hourly (non-exempt), includes benefits

Job Summary: Provide for clients' health services, included but not limited to psychiatric and minor health issues as needed and as directed by the consulting physician(s). Promote wellness among agency staff and client. Ensure that the agency meets or exceeds a high standard of professional care. Maintain agency records pertaining to client's health/psychiatric condition.

Essential Functions:

1. Provide support and coverage for Director of Nursing, specifically in the Adult Residential program (24 hours per week). Participate in the nursing on-call rotation.
2. Monitor clients' psychiatric condition through individual meetings, chart review, and consultation with pertinent staff and consulting Psychiatrist/APRN.
3. Serve as a liaison with the consulting Psychiatrist/APRN, Pharmacist, and other psychiatric psychological professionals in relation to client medications, appointments, treatment plans and other related issues.
4. Assesses need for medical attention, in response to accidents, injury, or illness. Provides direct and/or phone consultation to staff.
5. Assist in the management of medications/med room/MAR. **Client medication set-up weekly (KPI).**
6. Manage Medications/Med Room/eMAR. **Administer injectable meds as needed (KPI).**
7. Provide information to individual clients on specific health concerns as needed. Conduct topical groups as requested. **Ensure Wellness & Nutrition Group occurs weekly (KPI).**
8. Provide information to individual clients on specific health concerns as needed.
9. Provide medical case management for clients, including but not limited to the procurement of medications, services and external consultations.
10. In consultation with the Director of Nursing, recommend a course of action for any suspected or known case of infectious disease.
11. Provide nursing coverage for other programs as needed.
12. Other appropriate duties as assigned by the Director of Nursing, Chief Clinical Officer, or Leadership (under the direction of the DoN), including but not limited to: training of prescribers, orientation of new staff to nursing protocols, research, administrative support, education for staff, consumers and families, follow-up calls, nurse care management, coordination of benefits for consumers, etc.

Other Job Functions/expectations:

1. Participate as a team member. **Work cooperatively with others (KPI).**
2. **Demonstrate positive attitude toward clients, staff and agency (KPI).**
3. Complete all assigned tasks in a timely manner. **Works efficiently and effectively (KPI).**
4. Maintain required documentation. **Completes all required paperwork by stated deadlines (KPI).**
5. Administer TB screening for facility staff.



6. Conduct topical groups as requested.
7. **Maintain Compliance with agency trainings/certifications (CPR, NCI, NEO) (KPI)**
8. **Maintain timely completion and compliance with Relias Learning coursework (KPI)**
9. **Attend at least 8 All Staff Meetings annually (KPI)**

Required Skills:

1. Effective listening. **Excellent written and verbal communication (KPI).**
2. Promptness and flexibility
3. Proven nursing skills

Educational/Experience Requirements:

1. Experience working with persons with co-occurring issues.
2. Experience with and knowledge of psychiatric medications and their applications, effects, side affects.

Licensing or other requirements:

1. LPN License in the State of Nebraska.
2. Valid driver's license and clean driving record.
3. Must be at least 21 years of age.

Demonstrated Competencies:

1. Adaptability: Adapts to change, open to new ideas and responsibilities
2. Communications: Communicates well (written and verbal), delivers presentations, has good listening skills
3. Dependability: Meets deadlines, works independently, accountable, maintains focus, punctual, good attendance record
4. Ethics: Honest, accountable, maintains confidentiality
5. Sense of Urgency: Meets deadlines, establishes appropriate priority, gets the job done in a timely manner
6. Interpersonal Skills: Builds strong relationships, is flexible/adaptable, works well with others, solicits feedback
7. Teamwork: Accountable to team, works to meet established deliverables, appreciates view of team members, respectful