



Position Description

Title: LPN – Licensed Practical Nurse		
FLSA Class: N – Non Exempt	EEO Category: Technicians	WC Class: 8861
Job Title #: 1000087	Salary Grade:	
Date Approved: 11-27-2016	Purchasing Approval Level:	
Revision Date:	Revision:	

Purpose of Position

The position of LPN, expedites all matters pertaining to the immediate, routine, and emergency medical, vision and dental needs of residents, this position reports to the Director of Nursing.

Major Duties (*Essential Element)

- Provides, and/or arranges for other professionals to provide, routine and emergency medical/psychiatric/dental/eyecare treatment in a timely manner when such services are required, including inoculations, diagnostic procedures, and consultations.
- Instructs and monitors others in regard to preventative medicine programs and procedures; instructs and monitors others in the proper use of medication and equipment; and participates in meetings and projects pertaining to health matters. Involved in the teaching and mentoring staff of the Medication Certification Course and American Red Cross First Aid and CPR courses.
- Hours will be flexible and assigned by the Director of Nursing, as needed to provide adequate and professional nursing care to all of the residents. This includes rotating weekend coverage to provide adequate nursing coverage.
- Requisitions, stores, and keeps a record of all medical/psychiatric/vision/dental visits, medications, supplies, and equipment.
- Transcribes physician's orders to Medication Administration Records appropriately and makes changes as needed. Keeps FamCare and Access updated with current resident orders, immunizations and information.
- Monitors Residents coming to and leaving nursing. Keeps school and staff notified of the coming and going of residents, following the policy of eyes on.
- Arranges transportation for clients to be taken to medical/psychiatric/vision/dental facilities for treatment purposes and accompanies clients to these facilities when Clinic van driver not available.
- Monitors and evaluates various aspects of quality assurance.
- Serves in a liaison capacity with relevant community agencies and facilities that provide medical/psychiatric/vision/dental services to Great Circle.
- Participate in various medical/psychiatric/vision/dental meetings and consultation sessions.

- Actively participates in the stress challenge and summer recreational program; such as Trail to Triumph and School in the Wilderness by meeting the medical needs of clients as assigned by the Director of Nursing.
- Maintains various records of accountability within established time frames.
- Performs on-call medical duties on weekends and/or holidays whenever deemed necessary by the Director of Nursing, Director of Residential Services, and or Regional Vice President.
- Any other duties as assigned for the betterment of Great Circle.

Working Conditions

Capable of engaging in strenuous physical activities in the stress challenge programs. Residential, classroom or office setting

Budget Responsibility

None

Supervisory Responsibility

None

Physical Demands

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. This person must be able to sit or stand at a personal computer for a reasonable length of time typing and reading. This person must be able to see, hear, speak, walk and sit. Must be able to use hands and fingers to handle or feel objects, tools or controls, climb or balance; reach with hands and arms; stoop, kneel, crouch or crawl. Vision abilities required for this job include close vision, distance vision, peripheral vision, depth perceptions and the ability to adjust focus. This position requires use of taste or smell and lifting over 10-50 pounds at times and occasionally over 100 pounds. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Required Education and Experience

- Licensed and/or certified for professional practice as a licensed practical nurse (LPN) in the State of Missouri.
- Preferably some experience in residential treatment or a mental health setting.
- Ability to read, write, speak, and understand English well.
- Strong written, verbal, and interpersonal skills.
- Typing skills and computer skills.
- Possess a current, valid class E driver's license or equivalent and meet the Great Circle requirements for insurance.

Signature: _____ Date: _____