



Position Description

Title: Licensed Practical Nurse/ Licensed Psychiatric Technician		
FLSA Class: Non-Exempt	EEO Category: Technicians	WC Class: 8861
Job Title #1000087	Salary Grade:	Purchase authority: 0
Date Approved: November 27, 2016		
Revision Date: February 12, 2021		
Revision Add LPT licensure	Licensure: LPN or LPT	

Purpose of Position

The Licensed Practical Nurse/Licensed Psychiatric Technician expedites all matters pertaining to the immediate, routine, and emergency medical, vision and dental needs of residents, this position reports to the Nursing Services Manager.

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
- Instruct and monitors others regarding 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
- Conducts Medication Certification and American Red Cross or American Heart Association First Aid and CPR training
- Requisitions, stores, and keeps records of all medical/psychiatric/vision/dental visits, medications, supplies, and equipment
- Transcribes physician's orders to Medication Administration Records appropriately and make changes as needed
- Keeps Credible 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 Eyes On policy
- Arranges transportation for clients to medical/psychiatric/vision/dental facilities for treatment purposes and accompany clients if a transporter is not available
- Monitors and evaluates various aspects of quality assurance
- Serves as a liaison with relevant community agencies and facilities that provide medical/psychiatric/vision/dental services to Great Circle
- Participates in various medical/psychiatric/vision/dental meetings and consultation sessions
- Maintains various records of accountability within established time frames
- Performs on-call medical duties
- Other duties as assigned for the betterment of Great Circle

Competencies

- Leadership - possesses leadership skills and behaviors that contribute to superior performance; effectively manages change, problem solving, decision making, managing workload
- Judgment – ability to make thoughtful decisions in a timely and confident manner
- Execution & Results – ability to adapt to change, effectively cope with the unexpected, systematically problem solve, follow-through and ensure accuracy
- Customer Focus – properly interacts with others, the ability to work independently or with a team, ethically minded
- Motivation & Work Ethic – demonstrates personal integrity by operating in an accountable, reliable, and respectful manner
- Trauma Informed – demonstrates commitment to learn and apply trauma-informed principles, as appropriate by role, and to understand impact of stress and trauma to clients, colleagues and self

Required Education and Experience

- Licensed and/or certified for professional practice as a licensed practical nurse (LPN) or Licensed Psychiatric Technician (LPT) in the State of Missouri

Preferred Education and Experience

- Experience in residential or a mental health setting
- Experience working with children and families in a trauma informed environment

Qualifications

- Possess a current, valid class E MO driver's license or equivalent and meet the Great Circle requirements for driver's insurance
- Safe Crisis Management (SCM) qualified
- Strong communication, interpersonal, and computer skills

- Demonstrated ability to read, write, speak, and understand the English language proficiently
- Ability to use independent judgment and manage confidential information
- Ability to operate in a challenging, ever-changing, multidisciplinary team environment
- Excellent interpersonal skills
- Self-motivated, organized and disciplined

Working Conditions

Office, school or milieu environment. Working Conditions generally favorable.

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; 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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Budget Responsibility

None

Supervisory Responsibility

None

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee printed name: _____

Employee signature: _____ Date: _____