

LPN/LPTN

This non-exempt position works under the clinical supervision of the primary CSP psychiatrist and under the administrative supervision of the Assistant Director of CSP. Provides traditional nursing functions, functions as a member of the treatment team and assists in promoting a therapeutic milieu for all CSP clients.

RESPONSIBILITIES:

ESSENTIAL FUNCTIONS:

- Notes physician orders and follows through as needed
- Supervises and administers client medications, maintains PRN medication supply and upkeep of medical equipment and supplies
- Coordinates all laboratory procedures, including Infection Control responsibilities.
- Arranges for treatment of client's medical needs, when necessary, in cooperation with the treatment team
- Assists clients with securing and maintaining assistance from indigent medication programs
- Monitors lab work and flags problems for psychiatrist
- Prepares medisets and supervises designated clients self-administered medication
- Obtains urine samples and performs drug and alcohol screens as requested by the psychiatrist or primary therapist
- Documents services provided and results according to policies, procedures and guidelines
- Contacts others involved in client's care regarding medication/medical treatment issues, as needed
- Serves as a member of the treatment team
- Participates as a team member in crisis intervention
- Participates in the Quality Improvement program as requested by the CSP Director
- Provides On-Site interventions
- Dictates services provided within 24 hours of provision
- Signs typed dictation within 24 hours after typing
- Hand records items requiring same at time of service as indicated by policy and procedures
- Accesses community resources in person and by telephone
- Assists clients in applying for indigent medication programs
- Provides for personal safety and that of clients
- Maintains regular work attendance and scheduling
- With prior approval, works irregular and/or extended hours as indicated by client or agency needs
- Maintains voice accessibility to clients and/or other treatment providers
- Delivers scheduled services while responding to emergencies/unplanned events and making appropriate referrals
- Performs other duties as assigned by the CSP Director

NON ESSENTIAL FUNCTIONS:

- Conducts client psycho-educational groups and individual client education when necessary and completes appropriate documentation
- Attends staff meeting and communicates nursing concerns
- Accesses clients in their own home or surroundings

KNOWLEDGE, SKILLS & ABILITIES:

- Ability to assess clients physical needs and common illnesses and to refer appropriately
- Ability to differentiate between clients somatic complaints and actual illness and to counsel appropriately
- Ability to assess clients who want to leave program for sickness and make recommendations to the primary therapist
- Ability to prioritize multiple demands and respond to urgent needs while moving forward on long term goals
- Ability to work as a member of a team
- Ability to respond calmly and effectively in a crisis
- Ability to establish and maintain effective communication and working relationships with clients, families, law enforcement, court officials, staff, and other professionals and providers, and the community in general
- Ability to reinforce client right to self-determination while differentiating between dependence producing and empowering and enabling services
- Knowledge of diagnostic criteria for axes I, II and III
- Knowledge of community agencies and resources
- Knowledge of methods and techniques of intervention and treatment of serious mental illness
- Knowledge of the relationship and interactions of mental and physical illness and/or substance abuse
- Ability to work with minimal supervision
- Excellent verbal and writing skills
- Knowledge and understanding of psychiatric diagnosis(es), terminology and medical record charting
- Ability to handle multiple demands in a calm, controlled, and effective manner
- Maintain CPR and First Aid Training Certification

EDUCATION & EXPERIENCE:

- Must be a qualified mental health Paraprofessional as defined by State standards. Past experience in mental health and utilization of community resources is preferred. In-Patient mental health experience, partial hospitalization day treatment and psycho educational experience helpful
- Must have one-year mental health experience as a LPN and be licensed by the state of Arkansas
- Dependable transportation
- Current Arkansas Driver's License with a good driving record
- CPR and First Aid training

SPECIAL CONDITIONS:

A criminal background check may be required at supervisor's discretion.