

**POSITION DESCRIPTION****LPN**

Wellness Recovery Center  
Center for Emergency and Short Term Stabilization Services  
Region Ten Community Services Board

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CLASSIFICATION TITLE: LPN

**GENERAL STATEMENT OF RESPONSIBILITIES:**

This is a FLSA non-exempt position. The incumbent serves as a Nurse in Region Ten Community Services at the Wellness Recovery Center. In this capacity he/she has responsibility for providing delivery and administration of medications and for providing consultation to other clinical staff regarding consumer health care issues.

The incumbent reports to the Director III and performs duties by proceeding alone under standard practices and referring questionable situations to the supervisor. In carrying out position duties, he/she performs in accordance with applicable professional ethics and established Region Ten policies, Virginia Board of Nursing, Virginia Board of Pharmacy and Community Resource Pharmacy (CRP) policies.

The HIPPA access level for this position is Level Two

The essential functions of this job are starred below (\*) under "Major duties."

**MAJOR DUTIES:**

1. \*Responsible for charge and triage functions on assigned shift, in the absence of RN.
2. \*Responsible for the storage, handling and administration of IM, oral and over the counter medications.
3. \*Provides basic medical assessment to consumers including monitoring vital signs as needed.
4. \*Works directly with local pharmacies to implement prescriber orders.
5. \*Practice good venipuncture techniques.
6. \*Complete or coordinate ordered lab work.
7. \*Check consumer medications for accuracy of label and ensure sufficient quantity. Notify charge nurse of any medications that need to be ordered.
8. \*Maintains complete and current clinical records and service provider data (Credible), including documenting and/or scanning physician orders and all contacts with consumers.
9. \*Monitors consumers for potential medication side effects; reports observations to prescriber and documents report within clinical record.
10. \*Provide ongoing assessment of participants' physical symptoms. Communicates changes to the treatment team and assures changes are incorporated into the ISP.
11. \*Reviews laboratory results and reports variances to prescribers and/or charge nurse.
12. \*Provides consultation to other staff regarding consumer medications and consumer health care issues.
13. \*Compare MAR with prescriber orders for accuracy each shift.
14. \*Clean med room daily, and replenish supplies.
15. \*Provides medication, health and wellness education to consumers.
16. Assist with admissions as it relates to medical needs and care.
17. Assist discharge planner to ensure consumers are discharged with adequate supplies of medications and resources to obtain continued supply.
18. Reads all agency communications and remains up to date on policies and protocols.
19. Performs other duties as assigned.
20. Hours are variable.

**QUALIFICATIONS:**

The incumbent in this position must be a graduate of an accredited program and be licensed (LPN) to practice in the Commonwealth of Virginia. In order to ensure the safe and efficient fulfillment of any travel on behalf of the Board, a valid Virginia driver's license plus an acceptable driving record as issued by the Division of Motor Vehicles are required. For use of a personal car to conduct business, a certificate of valid personal automobile insurance must be provided. The incumbent must possess the following knowledge, skills and abilities:

Knowledge of: substance abuse and serious mental illness, psychopharmacology and medication side effects, phlebotomy, medical issues related to substance abuse and mental illness; family individual and group techniques; crisis intervention; biological sciences and disease processes; substance abuse symptomology.

Skills in: assessing needs of individuals with substance abuse diagnosis as well as those with serious mental illnesses; planning appropriate intervention; delivering and administering medications; completing venipuncture; providing consultation; maintaining clinical records; communication with a wide range of people; crisis intervention; multiple therapeutic techniques; personal computers and keyboard usage.

## LPN

### Center for Emergency and Short Term Stabilization Services

#### Page 2

Abilities to: teach clients/families about substance abuse and mental illness and medications; deliver and administer medications; complete venipuncture safely; communicate effectively with all staff, clients, and other agencies; complete paperwork and required documentation; work cooperatively as a team member with other care providers; receive work direction from RN's and clinic Services Director.

#### CLINICAL PROVIDER PERFORMANCE EVALUATION STANDARDS

This position is evaluated according to the Clinical Provider Performance Evaluation Standards.

#### POSITION LOCATION:

Wellness Recovery Center  
504 Old Lynchburg Rd  
Charlottesville, VA 22903

#### POSITION ORGANIZATIONAL CHART:

Director III  
|  
LPN

GRADE: 7

Position Description Update: May 30, 2018

I have reviewed this job description and acknowledge the duties as well as the KSA (knowledge, skills, abilities) included in this description. I also understand the performance standards as they apply to this position.

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Signature

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Name Printed

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Date