

**POSITION DESCRIPTION****MENTAL HEALTH LPN**

Program of Assertive Community Treatment  
Center for Adult Rehabilitation Services  
Region Ten Community Services Board

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CLASSIFICATION TITLE: Mental Health LPN

GENERAL STATEMENT OF RESPONSIBILITIES:

This is an FLSA non-exempt position. This member of the PACT multi disciplinary team is responsible for conducting psychiatric assessments; assessing physical health needs; making appropriate referrals to community physicians; providing management and administration of medication in conjunction with the psychiatrist; providing of a range of treatment, rehabilitation, and support services; and sharing shift-management responsibility with other staff.

The incumbent reports to the Director II and/or PACT Lead Nurse 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 standards and established Region Ten policies.

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

MAJOR DUTIES: (as assigned by specialty)

1. \*Provide case management for an assigned group of clients including coordinating and monitoring the activities of the individual treatment team (ITT); assume primary responsibility for developing, writing, implementing, evaluating, and revising overall treatment goals and plans in conjunction with the ITT, providing individual supportive therapy and symptom management, ensuring immediate changes are made in the treatment plans as clients' needs change, educating and supporting clients' families, and advocating for clients' rights and preferences.
2. \*Conduct comprehensive assessment of psychiatric history (e.g., onset, course and effect of illness, past treatment and responses, and risk behaviors), mental status, and diagnosis; physical health and dental health; use of drugs or alcohol; education and employment; social development and functioning; activities of daily living (e.g., self-care, living situation, nutrition, money management); and family structure and relationships.
3. \*Consult with community agencies and families to maintain coordination in the treatment process.
4. \*Perform shift management in coordination with other PACT shift managers according to established policies and procedures.
5. \*Provide on-call crisis intervention covering nighttime hours and serve as a backup to evening and weekend staff.
6. \*Document client progress to maintain a permanent record of client activity according to established methods and procedures.
7. \*Participate in daily staff organizational meetings and treatment planning review meetings.
8. \*Take the lead role or participate in providing medication administration and medical services.
9. \*Under the direction of the team psychiatrist and in collaboration with other registered nurses on the team, develop, revise, maintain, and supervise team psychopharmacologic and medical treatment and medication policies and procedures including transcribing, administering, evaluating, and recording psychotropic medications prescribed by the team psychiatrist; evaluate and chart psychotropic medication effectiveness, complications, and side effects; and arrange for required lab work according to protocol.
10. \*Under the direction of the team psychiatrist and in collaboration with other registered nurses on the team, organize and manage the system of getting medication to clients and integrating medication administration tightly into clients' individual treatment plans.
11. \*Under the direction of the team psychiatrist and in collaboration with other registered nurses on the team, manage pharmaceuticals and medical supplies.
12. \*In collaboration with the team psychiatrist, coordinate, schedule, and administer medical assessments of client physical health, making appropriate referrals to community physicians for further assessment and treatment, and coordinate psychiatric treatment with medical treatment.
13. \*Participate in treatment, rehabilitation, and support services.
14. \*Read all agency communication (i.e., Ten, Region Ten's newsletter, E-mail, etc.).

***Psychiatric Treatment and Substance Use Treatment Services***

1. Provide ongoing assessment of clients' mental illness symptoms and clients' response to treatment. Make appropriate changes in treatment plans to ensure immediate and appropriate interventions are provided in response to changes in mental status or behavior which put clients at risk (e.g., suicidality).
2. Provide symptom education to enable clients to identify their mental illness symptoms.
3. Provide direct clinical services to clients on an individual, group, and family basis in the office and in community settings to teach behavioral symptom-management techniques to alleviate and manage symptoms not reduced by medication and to promote personal growth and development by assisting clients to adapt to and cope with internal and external stresses.

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4. Provide multiple-stage individual and group treatment in the office and in community settings to develop a trusting relationship with clients so that they may more freely discuss substance use and its effect on mental and physical health and daily functioning. May participate in setting treatment goals and plans with clients to reduce or abstain from substance use and to learn replacement behaviors.
5. Coordinate with outside inpatient services to detoxify clients and establish linkage to outpatient treatment, self-help programs (e.g., Alcoholics Anonymous, Narcotics Anonymous), outpatient services, and residential facilities.
6. Participate in providing rehabilitation services.

#### ***Structuring Time and Employment***

1. Provide individual vocational-supportive counseling to enable clients to identify vocational strengths and problems, establish vocational or career goals and plans to reach them, and recognize and target symptoms of mental illness that interfere with work.
2. Plan and provide work-related supportive services, such as assistance with grooming and personal hygiene, securing of appropriate clothing, wake-up calls, and transportation.
3. Teach job-seeking skills.
4. Develop individualized jobs based on clients' needs, abilities, and interests.
5. Conduct on-the-job performance assessments and evaluations, regular work review sessions with clients and their employers, on-the-job support, and crisis-assistance contacts.
6. Perform job coaching, problem solving, and support on and off the job site.
7. Coordinate with state vocational rehabilitation and other employment services.
8. Provide benefits counseling (e.g., Supplemental Security Income [SSI], veterans' benefits).

#### ***Activities of Daily Living Services***

1. Provide ongoing assessment, problem solving, side-by-side services, skill training, supervision (e.g., prompts, assignments, monitoring, encouragement), and environmental adaptations to assist clients with activities of daily living.
2. Assist and support clients to carry out personal hygiene and grooming tasks.
3. Provide nutrition education, meal planning, grocery shopping, and food preparation.
4. Assist clients to find and maintain a safe and affordable place to live-apartment hunting, finding a roommate, landlord negotiations, cleaning, furnishing and decorating, and procuring necessities (e.g., telephone, furnishings, linens).
5. Assist and support clients to perform household activities, including house cleaning and laundry.
6. Ensure that clients have adequate financial support (e.g., help to gain employment or apply for entitlement).
7. Teach money-management skills (e.g., budgeting and bill paying) and assist clients in accessing financial services (e.g., professional financial counseling, emergency loan sources).
8. Help clients to access reliable transportation (e.g., obtain a driver's license and car, arrange for cabs, access bus line, find rides).
9. Assist and support clients to have and effectively use a personal physician and dentist.

#### ***Social and Interpersonal Relationships and Leisure Time***

1. Provide individual supportive therapy (e.g., problem solving, role-playing, modeling and support), social-skill development, and assertiveness training to increase client social and interpersonal activities in community settings.
2. Plan, structure, and prompt social and leisure-time activities on evenings, weekends and holidays.
3. Provide side-by-side support and coaching to help clients socialize (e.g., going with a client to a basketball game, coaching and supporting a client before he or she goes to a family reunion).
4. Organize and lead individual and group social and recreational activities to structure clients' time, increase social experience, and provide opportunities to practice social skills and receive feedback and support.

#### ***Support***

1. Provide practical help and supports, advocacy, coordination, side-by-side individualized support, problem solving, direct assistance, training, and supervision to help clients obtain the necessities of daily living including medical and dental health care; legal and advocacy services; financial support such as entitlement (e.g. SSI, Social Security Disability Insurance [SSDI] and veterans' benefits) or housing subsidies (e.g., HUD Section 8); supported housing (e.g., adult foster care; paid roommates, meals brought in for those who need it); money-management services (e.g. payee ships); and transportation.

#### **QUALIFICATIONS:**

To ensure the safe and efficient operation of the program, a valid Virginia Driver's License plus an acceptable driving record as issued by the Department of Motor Vehicles are required. For business use of a personal car, a certificate of valid personal automobile insurance must be provided. The incumbent in this position must be a graduate of an accredited Associate's or Bachelor's Degree in

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Nursing program and be registered licensed (L.P.N.) to practice in the Commonwealth of Virginia. Applicants should have at least one year of work experience in an inpatient or outpatient psychiatric setting.

The incumbent must have a strong commitment to the right and ability of each person with a severe and persistent mental illness to live in normal community residences; work in market jobs; and have access to helpful, adequate, competent, and continuous supports and services. Skills and competence to establish supportive trusting relationships with persons with severe and persistent mental illnesses and respect for client rights and personal preferences in treatment are essential. Must have a valid driver’s license for the state in which the program operates. Able to perform CPR/First Aid. Must be able to access an array of living arrangements (steps). Must be able to teach: health issues/ADC skills. Be physically able to handle a crisis – lift objects (bags of groceries, vac, help transport a client from wheel chair to car The incumbent must possess the following knowledge, skills and abilities:

Knowledge of: psychopharmacology, serious mental illness; blood-drawing techniques; medical issues related to mental illness; family, biological sciences and disease processes; substance abuse symptomatology; medications - side effects.

Skills in: assessing nursing needs of the seriously mentally ill; planning appropriate intervention; dispensing medications including IM injections and drawing blood; providing consultation; record keeping; communication with a wide range of people; personal computers and keyboarding.

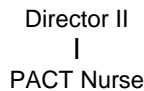
Abilities to: establish positive care-giving relationships with seriously mentally ill individuals; inform clients about medications and health care issues; dispense medications and draw blood safely; provide consultation; communicate effectively; complete paperwork; work cooperatively.

CLINICAL PROVIDER PERFORMANCE EVALUATION STANDARDS:

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

POSITION LOCATION: PACT Offices  
800 Preston Avenue  
Charlottesville, VA 22903

POSITION ORGANIZATION CHART



GRADE: 7 (LPN)

SCHEDULE: 40 hours per week as scheduled, some rotating evening/weekend

Position Description Updated: June 5, 2020

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