

POSITION TITLE: LPN

CENTER:	Emergency and Short-Term Stabilization Services	DEPARTMENT:	Crisis Receiving Center
LOCATION:	500 Old Lynchburg Road		
FSLA STATUS:	Non-Exempt	INCLEMENT STATUS:	Essential
GRADE:	9	SCHEDULE:	Full time
GROUP:		GROUP:	30
Job Requirements	☒ Annual TB ☒ Driving Consumers		

GENERAL STATEMENT OF RESPONSIBILITIES:

This is a FLSA non-exempt position. The incumbent serves as a Nurse in Region Ten Community Services at the 500 Old Lynchburg Road campus supporting the Center. In this capacity the incumbent will monitor the physical health and safety of persons in acute crisis, providing delivery and administration of medications as well as monitoring the para-professional staff trained in medication administration, communicating to other health care practitioners regarding consumer's health status and providing education and consultation to other Center staff regarding health care issues.

The incumbent works within the crisis continuum of services and programs, and performs duties by proceeding alone under standard practices and referring questionable situations to the supervisor. LPN will be under direct supervision of RN. In carrying out position duties, s/he 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. This position is evaluated according to the Clinical Provider Performance Evaluation Standards.

MAJOR DUTIES:

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

1. *Responsible for charge and triage functions on assigned shift, to include medical workup, pre-screen, assessment, and medical information and follows admission criteria and protocol to make appropriate decisions.
2. *Responsible for the storage, handling, and administration of IM, oral, and over the counter medications.
3. *Responsible for the ordering, tracking and inventory of IM, oral, and over the counter medications.
4. *Works directly with local pharmacies to implement prescriber orders.
5. *Coordinates with medical provider (psychiatrist, psych NP, RN, etc.) to ensure consumers' medical and psychiatric needs are addressed in a timely matter.
6. *Practice good venipuncture techniques and complete or coordinate ordered lab work, as needed.
7. *Respond quickly and appropriately to medical/behavioral health emergencies within scope of practice.
8. *Records documentation review to include accuracy of med error reporting and consumer medication inventory.
9. *Answers phones and provides accurate information to callers and/or transfers to appropriate individuals or departments.
10. *Check consumer medications for accuracy of label and ensure sufficient quantity, and arrange ordering of medications as needed.
11. *Maintains complete and current clinical records and service provider data (Credible), including documenting and/or scanning physician orders and all contacts with consumers.
12. *Monitors consumers for potential medication side effects; reports observations to prescriber and documents report within clinical record.
13. *Provide ongoing assessment of participants' physical symptoms. Communicates changes to the treatment team and assures changes are incorporated into the ISP.
14. *Reviews laboratory results and reports variances to prescribers and/or charge nurse.
15. *Compare MAR with prescriber orders for accuracy each shift.
16. *Clean med room daily, and replenish supplies as needed.
17. *Provides medication, health, and wellness education to consumers including tobacco use cessation options.
18. *Assists with referral to other medical facilities.
19. *Gives consultation to other clinical staff regarding health care issues and communicates aftercare policy changes.
20. *Assists with training of new staff as directed by program director.
21. *Oversees community service associates in matters of medication administration and vitals-taking and provides on-the-spot corrections and training in best practices.
22. *Creates plans of care for chronic or acute medical needs (i.e. diabetes, insomnia, severe allergies, etc.).
23. *Assist with admissions and discharge as it relates to medical needs and care, to include nursing assessment.
24. *Assist clinical staff in ensuring that consumers are discharged with access to medications and resources.
25. Reads all agency communications and remains up to date on policies and protocols.
26. Provides coverage across the crisis continuum as needed and assigned.

27. Other duties as assigned.

QUALIFICATIONS:

The incumbent must be an LPN and must be able to transport consumers, if needed.

EDUCATION:

- The incumbent in this position must be a graduate of an accredited program (required).

EXPERIENCE:

- Experience working with individuals with behavioral health needs is preferred.
- Experience with phlebotomy is preferred.
- Pediatric nursing experience a plus.

CERTIFICATION/LICENSE:

- The incumbent in this position must be licensed (LPN) to practice in the Commonwealth of Virginia (required).
- A valid Virginia Driver's license as issued by the Division of Motor Vehicles are required.
- A certificate of valid personal automobile insurance must be provided.

KSAS

Knowledge of: substance use 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 use 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.

Abilities to: establish positive care-giving relationships with seriously mentally ill individuals; teach consumers/families about substance use and mental illness and medications; deliver and administer medications; complete venipuncture safely; communicate effectively with all staff, consumers, and stakeholders/community partner agencies; complete paperwork and required documentation; work cooperatively as a team member with other care providers; receive work direction and supervision from RNs and Emergency Services Director.

POSITION ORGANIZATION CHART:

Director III/Program Manager II/Medical Services

|
RN
|
LPN

SCHEDULE: 40 hours weekly; evening, overnight, holiday and/or weekend work may be required.

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

Signature

Name Printed

Date



innovative services for mental health, developmental
disabilities and substance use disorders

a better life, a better community

Position Description updated: 4/28/25

Template Language: English

Driving Consumers:

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.