

POSITION DESCRIPTION**MENTAL HEALTH LPN/ RN**

Assertive Community Treatment (ACT)
Center for Rehabilitative Services
Region Ten Community Services Board

CLASSIFICATION TITLE: Mental Health LPN/ RN

GENERAL STATEMENT OF RESPONSIBILITIES:

This is an FLSA non-exempt position. This member of the ACT 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 III, and/or lead Mental Health 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 consumers including coordinating and monitoring the activities of the individual treatment team; assume primary responsibility for developing, writing, implementing, evaluating, and revising overall treatment goals and plans in conjunction with the individual treatment team, providing individual supportive therapy and symptom management, ensuring immediate changes are made in the treatment plans as consumers' needs change, educating and supporting consumers' families, and advocating for consumers' 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 ACT 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 consumer progress to maintain a permanent record of consumer 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 consumers and integrating medication administration tightly into consumers' 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 consumer 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.
15. *Acquiring and maintaining valid certification in First Aid, CPR, medication administration, non-aversive behavior management and defensive driving in order to ensure the safe and efficient operation of the program.
16. *Performing other duties as assigned related to program requirements.

Psychiatric Treatment and Substance Use Treatment Services

1. Provide ongoing assessment of consumers' mental illness symptoms and consumers' 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 consumers at risk (e.g., suicidality).

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2. Provide symptom education to enable consumers to identify their mental illness symptoms.
3. Provide direct clinical services to consumers 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 consumers to adapt to and cope with internal and external stresses.
4. Provide multiple-stage individual and group treatment in the office and in community settings to develop a trusting relationship with consumers 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 consumers to reduce or abstain from substance use and to learn replacement behaviors.
5. Coordinate with outside inpatient services to detoxify consumers 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 consumers 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 consumers' needs, abilities, and interests.
5. Conduct on-the-job performance assessments and evaluations, regular work review sessions with consumers 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 consumers with activities of daily living.
2. Assist and support consumers to carry out personal hygiene and grooming tasks.
3. Provide nutrition education, meal planning, grocery shopping, and food preparation.
4. Assist consumers 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 consumers to perform household activities, including house cleaning and laundry.
6. Ensure that consumers 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 consumers in accessing financial services (e.g., professional financial counseling, emergency loan sources).
8. Help consumers 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 consumers 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 consumer 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 consumers socialize (e.g., going with a consumer to a basketball game, coaching and supporting a consumer before he or she goes to a family reunion).
4. Organize and lead individual and group social and recreational activities to structure consumers' 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 consumers 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

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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 registered nurse (RN) with one year of experience in the provision of mental health services to adults with serious mental illness or a licensed practical nurse (LPN) with three years experience in the provision of mental health services to adults with serious mental illness.

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 consumer 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 consumer 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.

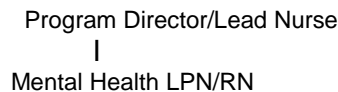
Abilities to: establish positive care-giving relationships with seriously mentally ill individuals; inform consumers about medications and health care issues; dispense medications and draw blood safely; provide consultation; communicate effectively; complete paperwork; work cooperatively.

CLINICAL PROVIDER PERFORMANCE EVALUATION STANDARDS:

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

POSITION LOCATION: Region Ten
800 Preston Ave.
Charlottesville, VA 22903

POSITION ORGANIZATION CHART



GRADE: Grade 7: LPN
 Grade 11: RN

SCHEDULE: 40 hours per week as scheduled

Position Description Updated: January 19, 2022

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.

Signature

Name Printed

Date