

1. **Specific Job Title:** Licensed Practical Nurse (LPN)

1. **Division/Department:** Clinical Services

1. **Report to:** Nurse Manager

1. **FLSA Classification:** Non-exempt

1. **General Summary:**

The LPN is responsible, under the supervision of the Nurse Manager, for assisting in the management of the health care needs of the residents and ensuring that medical licensing requirements are met. This individual must work with staff, service providers, families, and social service agencies to meet the needs of the client. This individual will need to attend any clinical, campus and/or additional meetings as requested or scheduled by the Nurse Manager.

1. **Qualifications:**

This position requires a minimum of a high school diploma with two (2) years’ experience in adolescent residential treatment or an Associate degree in a related health field. It requires experience in treating and documenting medical problems in a clinical setting.  This position requires a Georgia LPN license. A valid Georgia Driver’s License and a good driving record are also essential requirements.

This individual must be able to read and write on a high school level and be able to communicate proficiently orally and in writing. It is necessary for him or her to be able to accept responsibility for assuring a safe and healthy environment for residents.

1. **Essential Functions:**

1. Schedule medical and dental appointments and coordinates client visits to medical and dental appointments;
2. Document instructions, consultations and changes in medication or treatment on the appropriate medical forms;
3. Communicate the medical needs/treatments of the resident to appropriate staff;
4. Provide first aid for injuries and recommend treatment as needed;
5. Monitor medical treatment of the residents, including benefits or side effects of medications. Document and report any significant findings to Nurse Manager;
6. Provide health education and counseling to residents on health issues on an individual basis or in a group;
7. Ensures that over-the-counter medication and first dated medications, upon expiration, are removed and disposed of according to policy;
8. Be an educational consultant for all staff in relation to medical care and purpose, benefits and side effects of medications or treatments used by the residents;
9. Provide staff training in medical procedures, CPR and first aid, as training allows;
10. Will complete all required orientation, in-service training in a timely manner and;
11. Assume additional responsibilities as may be assigned by the Nurse Manager.

1. **Other Functions:**
   1. Acts as a positive role model for clients and staff.

* Demonstrates with behavior that is appropriate.
* Speaks positively regarding co-workers, clients and programmatic areas.
  1. Displays enthusiasm.
* Willingly and cooperatively performs all duties requested.
  1. Completes training requirements for this position.
* Participates in classes/workshops.
* Completes required documentation.
* Uses time management to insure completion of required hours.
  1. Is a contributing team player.
* Participates in making decisions by open consensus.
* Supports teammates’ efforts to perform.
* Is accountable for what was agreed upon.

1. **PHYSICAL DEMANDS AND WORK ENVIRONMENT:**

Physical demand and work environment are representative of those that must be met by an employee to successfully perform the essential functions of this job. Walking, talking, hearing, using hands to handle, feel or operate objects, tools, or controls and reach with hands and arms. Ability to push, pull, lift, and/or carry up to 20 pounds. This position requires moderate to intense visual concentration, reading, using a computer and reviewing patient charts. This position has daily contact with MCFS staff, residents, families, and vendors/suppliers requiring excellent communication and problem-solving skills and professional demeanor.

The above statements are intended to describe the general nature and level of the work being performed by people assigned to this job. They are not an exhaustive list of all duties and responsibilities associated with it.

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Employee’s Signature Date

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Immediate Supervisor’s Signature Date