



JOB DESCRIPTION

***** SENSITIVE *****

Job Title:	Licensed Practical Nurse (LPN)
Dept./Division:	Health/Behavioral Health
Unit:	New Beginnings
Job Family/Class:	Nursing Series
Supervised By:	Director of Nursing
Employee Type:	Hourly
Pay Grade:	18

NATURE OF WORK:

Under the direction of the Director of Nursing, incumbent will perform semi-skilled nursing care of moderate difficulty, will be responsible for dispensing methadone, other medications to clients and make referrals when necessary; and various medical tests for clients. This position's primary focus is on methadone treatment services and providing psychotropic medication service support as needed.

ESSENTIAL FUNCTIONS:

- Dispense methadone and psychotropic medications according to the program policies and procedures manual.
- Work with facilitators and clinical liaisons to assess the level of functioning. Participate in a collaborative plan to improve practice, and follow-up to monitor progress in implementing the plan.
- Perform TB Tests, checks vital signs, and sets appointment for physicals.
- Document observations and assessments daily.
- Contributes to the development and implementation of care plan.
- Coordinate care between the clinic and various hospitals or health care providers; serve as a client advocate as necessary.
- Takes inventory and orders medications as necessary; logs, secures, and monitors expired; follow proper disposal policy and returns expired medication to contracted pharmacy
- Work as part of the adult team and participates in staff meetings.
- Maintain and input data/information in the AMS and Claimtrak patient data base system.
- Conduct site visits as necessary to deliver medication to inpatient treatment facilities.
- Contribute to the development and implementation of care plan.
- Conduct clinics, administers immunizations, performs nursing tasks and documents medical charts.
- Assist with and coordinate educational classes related to community health.
- Identify areas of concern and refers for further services.
- Perform other duties of a similar nature or level as requested by supervisor or Director.

ESSENTIAL KNOWLEDGE AND SKILLS:

Knowledge of:

- General nursing theories and practices;
- Methadone dosing and dispensing psychotropic medication;

- Nursing services regulations and procedures;
- Knowledge of addictions;
- Federal regulations related to addiction;
- General nursing theories and practices;
- Tribal community health nursing care;
- Nursing services regulations and procedures;
- Yaqui culture, customs, resources and traditions and/or a willingness to learn.

Skills in & Ability to:

- Clinical practice;
- Computer skills and Database Management;
- Apply general nursing practices;
- Maintain patient confidentiality;
- Recognize and report patient's health status;
- Respond appropriately to emergency situations;
- Work independently;
- Communicate problems and concerns to his or her supervisor;
- Follow written and verbal instruction;
- Assess patient needs for medical care;
- Set firm boundaries while maintaining a respectful and compassionate professional relationship with patients;
- Problem solve and research information as needed;
- Establish and maintain effective working relationships with employees, other agencies, and the public;
- Operating a variety of office equipment, including a computer and related software applications;
- Good communication and interpersonal skills as applied to interaction with co-workers, supervisor, management, Council members and the general public. Ability to sufficiently exchange or convey information and receive verbal and written work instructions.

TRAINING AND EXPERIENCE:

Licensed Practical Nurse Certificate and two (2) years experience one (1) of which must have been in a methadone clinic setting; or, an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

AND

- Experience as a nurse in a public health setting preferred;
- Must be CPR certified;
- Current TB Test required.

LICENSING REQUIREMENTS:

- Licensed as a Practical Nurse by the Arizona State Board of Nursing
- Must possess and maintain a valid Arizona Driver's license.

BACKGROUND CHECK:

- Must have a current Level 1 Arizona Clearance Card. Failure to maintain a current Level 1 Clearance Card will result in removal from this position.
- Must provide at least three (3) business related reference letters.

- Must pass a background check and drug test; fingerprinting requirement determined by funding and sensitivity of position.

Applicants and employees may be subject to criminal background and character investigation in accordance with applicable federal laws including, but not limited to: Indian Child Protection and Family Violence Prevention Act (25 U.S.C. Section 3201), Minimum Standards of Character and Suitability for Employment (25 CFR 63), Section 231 of the Crime Control Act (P.L. 101-647), and Child Care Worker Employee Background Checks (42 U.S.C Section 13041).

TRIBAL VEHICLE USE POLICY NOTICE:

This position may require the use of personal, GSA or Tribal vehicle for Tribal business. Individuals must be physically capable of operating the vehicles safely, possess a valid driver's license and have an acceptable driving record. Use of a personal vehicle for Tribal business will be prohibited if the employee is not authorized to drive a Tribal vehicle or if the employee does not have personal insurance coverage.

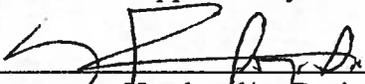
PHYSICAL REQUIREMENTS:

Positions in this class typically require: finger dexterity, feeling, talking, hearing, seeing and repetitive motions, stooping, kneeling, crouching, reaching, standing, walking, pushing, lifting, climbing and balancing. Incumbents may be subjected to bodily fluids, work space and restrictions and travel.

Light Work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or negligible amount of force constantly to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for Sedentary Work and the worker sits most of the time, the job is rated for Light Work.

This description is intended to be generic in nature. It is not intended to determine specific duties and responsibilities or restrict management's right to assign or reassign, direct the work of employees under their supervision. Essential functions may vary based on the specific tasks assigned to the position.

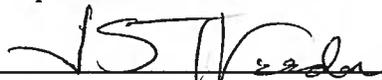
Review and Approved by:



Department Head and/or Designee

5/5/2014

Date



H.R. Manager/Classification & Compensation

5/6/14

Date

Human Resources Director

Date