



Licensed Practical Nurse - aDDAPT

Job Description

Department: Drug and Alcohol Prevention and Treatment
Position: Career Service
Step Range: 25, Table 14
Supervisory: No
Reports to: Deputy Director-Clinical Services

Summary

Under supervision of a registered nurse or medical doctor, provide direct and indirect patient care in accordance with the Nurse Practice Act, professional standards of care, state regulations and accreditation standards, and the department's philosophy, policies, and procedures. This position is responsible to assist medical and clinical staff in medication management, treatment, care and evaluation of clients.

Essential Functions

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Provide medication management for the residential client under the direction of the registered nurse or medical doctor. Take medication refill requests; follow through to ensure medication is authorized to be refilled and is charted properly.
2. Consult with pharmacies regarding the Medication Assistance Treatment (MAT) Program. Coordinate medication pre-authorization requests with the client and various pharmacies.
3. Manage schedule for assigned medical doctor. Receive, interpret, and implement physician direction.
4. Receive and screen client questions regarding health issues. Ask pertinent questions and relay gathered information to RN or doctor.
5. Take vital signs to include blood pressure, temperature, and weight.
6. Give injections.
7. Ensure clients' Electronic Health Record (EHR) are kept current.
8. Work with insurance companies to coordinate approvals.
9. Assist in ensuring medication room is clean, safe, and hazard-free.
10. Assess and report emergency and crisis situations to RN or medical doctor; provide emergency resuscitation and treatment to clients when necessary.
11. Provide general health and nursing care to clients; provide instruction in life skills, hygiene, healthy sexuality.
12. Participate as a team member in clinical activities and provide input via reporting observations, concerns and asking appropriate questions.

For Office Use Only

Class Code: 3350
Class Title: Licensed Practical Nurse - aDDAPT
FLSA: Non-exempt
Effective Date: 4/11/2017
Public Safety: No

Worker's Compensation: county
Background Level: I
Safety Sensitive: Yes
DOT: No

13. Perform a variety of office responsibilities: answer phones, take messages and perform triage within scope of license in an accurate and timely manner.

Knowledge, Skills, and Abilities

Knowledge of safety procedures related to medication administration and side effects of various medications

Knowledge of client counseling processes, techniques, and methods

Knowledge of substance abuse treatment facility programs and procedures

Skilled in CPR and basic first aid

Skilled in taking vitals

Skilled in venipuncture

Ability to express observations both in oral and written terms and exercise judgment in amount and kind of information passed on to other personnel

Ability to make accurate notations and changes in client charts

Ability to recognize toxic, allergic reactions and drug interaction

Ability to perform under adverse crisis situations

Ability to develop and maintain cooperative working relationships

Supervisory Responsibility

This position has no direct supervisory responsibility, but does participate in the orientation and training of new personnel.

Work Environment

This job operates in a clinical setting with appropriate climate controls. The noise level in the work environment is usually moderate. While performing the work, this position may be exposed to contagious or infectious diseases and regularly requires the use of protective devices such as masks and gloves. Elements of hazard uncertainty exist in the normal course of performing duties associated with providing substance abuse treatment. This role routinely uses medical equipment such as thermometer, sphygmomanometer, and pulse oximeter and standard office equipment such as a laptop, desktop, smartphone, photocopiers, shredders, and filing cabinets.

Physical and Mental Demands

The physical and mental demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is required to use manual dexterity to handle, feel, and operate objects, tools and controls, and reach with hands and arms. This employee is frequently required to stand, talk, and hear. Specific vision abilities by this job include close vision and ability to adjust focus. The employee is required to type, file and lift office supplies up to 30 pounds.

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Mental application utilizes memory for details, complex instructions, emotional stability, creative problem solving.

Position Type/ Expected Hours of Work

Incumbent must work 40 hours each week to maintain full-time status. There is availability to work out a flex schedule ahead of time that works for both the County and the employee. Occasional evening and weekend work may be required as job duties demand.

Travel

This position requires up to 5 percent travel.

Required Education and Experience

1. Graduation from an accredited nursing program with certification as a Licensed Practical Nurse.
2. Preference may be given to applicants with experience in a mental health, corrections, or substance abuse treatment setting.

Additional Eligibility Qualifications

1. Applicant must possess current licensure as a Licensed Practical Nurse (LPN) in the State of Utah.
2. Applicant must possess a valid driver’s license and obtain a valid State of Utah driver’s license within 60 days of employment.

AAP/EEO Statement

It is the policy of Utah County Government to assure equal employment opportunity to its employees and applicants for employment without regard to race, color, religion, national origin, disability, age, sex, sexual orientation, genetic status or gender identity.

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee of this job. Duties, responsibilities, and activities may change at any time.

Utah County Government is a drug-free workplace.

Below is to be completed after an offer has been extended and accepted.

Signatures

This job description has been approved by all levels of management:

Manager _____

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Department Head _____

HR Director _____

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position

Employee _____ Date _____

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