



# JOB NOTICE

Compass Family & Community Services  
535 Marmion Avenue  
Youngstown, Ohio 44502

Date posted: July 31, 2017

Closing Date: August 14, 2017 or until filled

APPLICATION PROCEDURES: Send letters of intent and resume, to Box HH/LPN, Compass Family and Community Services, 535 Marmion Avenue, Youngstown, Ohio 44502.

**Department:** Horizon House

**Title:** Psychiatric Licensed Practical Nurse (LPN)

**Salary \$:** Full time with benefits. Primary shift day turn M-F, but may include varied work schedule that includes weekends and holidays based on the resident and or operational needs. Competitive salary and benefit package.

## **General Duties:**

1. Interactions with residents are therapeutic and advance the goals set forth in the ISP.
  - a) Formulation of ISP in areas related to medication or health issues.
  - b) Individual med-somatic counseling.
  - c) Group education related to medication.
  - d) Spontaneous interactions and activities.
  - e) Teaching and consultation with residents in matters related to medication and medical issues.
2. Judgments made about residents or activities on resident's behalf are appropriate both to the individual's functioning and the agency's risk tolerance standards.
  - a) Designates initial site/supervision orders for each resident and makes necessary subsequent changes.
  - b) Admission, discharge and step-up decisions in consultation with counselors, therapists, and RN staff.
  - c) Reviews available information prior to admission and during the course of stay.
  - d) Decisions regarding resident's medical needs.
3. Medication management duties.
  - a) Storage, handling, ordering and administration according to agency policy and generally accepted medical practice.
4. Documentation is complete and timely utilizing Carelogic electronic health record system. Insures that sufficient medical referral information is available as soon as possible. Intake paperwork, health assessment, progress notes, billing logs and discharge paperwork.

- a) Facilitates the acquisition of an adequate amount and quality of referral information re: medical concerns and medication concerns.
  - b) Medication logs.
5. Documentation is clinically accurate and substantive. Meets agency's productivity standards.
- a) Health assessments, progress notes, billing logs.
  - b) Billing logs refer to ISP.
  - c) Doctor's orders, medical problems, etc.
  - d) Positive impact ration is 40%. Defined as hours of documented billable activity divided by total hours worked.
6. Interactions with essential others is constructive and serves to advance the quality of care, the therapeutic milieu in the facility and the agency's standing in the community.
- a) Peers and supervisors.
  - b) Other service providers.
  - c) Family and significant others.
  - d) Other concerned members of the community.
  - e) Interactions with physicians and other health care providers.
7. Commitment to high quality of care.
- a) Participates actively and productively in agency meetings and case reviews.
  - b) Introduces and/or implements new ideas for improving the quality of care.
  - c) Attentive/responsive to feedback from residents, significant others and community providers/members.
  - d) Shares skills and expertise with other agency staff, e.g. log notes, in-service workshops, etc. Advances own level of skill and competency through participation in continuing education opportunities.
8. Miscellaneous Nursing Duties.
- a) Infection control resource.
  - b) Order first aid supplies.

**Qualifications:**

**Education/Experience:** Licensed practical nurse. Three years social service and/or behavioral health related experience in a residential treatment facility is preferred.

**Miscellaneous:** Criminal background check; Pre-employment drug screen; Clear driving record; CPR certification, TB test.

**Personal:** Strong social, communication and written skills. Must have the ability to develop rapport and be perceived by residents and staff as approachable. Ability to collaborate with member of the treatment team including counselors, social workers, registered nurses, operations manager and residential monitors. Ability to multi-task; while maintaining accuracy and organization. Have a working knowledge of basic to intermediate electronic health records systems is preferred. Ability to work varied shifts.

**Physical Demands of Job:** Normal activity which includes: Standing walking, climbing stairs etc., as well as staying awake during shifts. Lifting varies, must have the ability to carry normal household items. Potential exposure to blood borne pathogens

**Non Exempt:** Eligible for overtime

AN EQUAL OPPORTUNITY EMPLOYER - SERVICE PROVIDED  
THROUGH AFFIRMATIVE ACTION  
EOE-M/F/H including persons with disabilities and veterans