



# JOB NOTICE

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

Date posted: March 13, 2018

Closing Date: March 27, 2018 or until filled

**APPLICATION PROCEDURES:** Send letters of intent and resume via INDEED or to Box OPBH-LPN, Compass Family and Community Services, 535 Marmion Avenue, Youngstown, Ohio 44502.

**Department:** Outpatient Behavioral Health Services in Mahoning and Trumbull Co. Offices

**Title:** Part Time- Psychiatric Licensed Practical Nurse LPN; 28-32 hours per week

**Salary \$:** Competitive salary based on experience.  
Primary shift day turn M-Thurs. Hours will include early evenings hours based upon client service schedules.

## **General Duties:**

1. Interactions with residents are therapeutic and advance the goals set forth in the ISP.
  - a) Formulation of ISP (Pharmacological Management Plan) in areas related to medication or health issues.
  - b) Individual med-somatic assessment
  - c) Individual 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) Health assessment, AIMS testing.  
Not sure if she does the tasks highlighted below?
  - b) Designates initial site/supervision orders for each resident and makes necessary subsequent changes.
  - c) Admission, discharge and step-up decisions.
  - d) Reviews available information prior to admission and during the course of stay.
  - e) 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. 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) Makes collateral contacts to gather more psychosocial information.
- c) 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) Productivity as defined as hours of documented billable activity divided by total hours worked. Standard for this job is 24%

6. Interactions with essential others are constructive and serve 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 services, workshops, etc. Advances own level of skill and competency through participation in continuing education opportunities.
- e) Participates in Pharmacological Mgmt. Committee.

8. Miscellaneous Nursing Duties.

- a) Perform medication management services at Marmion office one day per week.
- b) Infection control resource.
- c) Medical resource to other agency programs. Sign off on health assessments.

**Qualifications:**

**Education/Experience:** Licensed practical nurse. Three years social service and/or behavioral health related experience in 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, nurses. 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, if deemed necessary to service outpatient client needs.

**Physical Demands of Job:** Normal activity which includes: Standing, walking, sitting for long periods of time. 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