

Big Island Substance Abuse Council

Position Description

Title: Licensed Practical Nurse (LPN)

Reports to: Medical Director / DOO

Department: Detox

Status: Non-Exempt

Last Reviewed: 2/29/24

POSITION SUMMARY	
Overseeing the nursing and medical needs of Detox Clients. Responsible for the quality of care, and compliance with agency policies and procedures, state licensing regulations and CARF accreditation standards and ADAD. Coordinates medical services provided for Detox Clients.	
POSITION QUALIFICATIONS	
Minimum Education	Possess current Licensed Practical Nurse (LPN) Hawaii State License.
Preferred Education/Experience	Must have knowledge and experience regarding client care issues related to alcohol and drug abuse including withdrawal, denial, knowledge of community referral resources and basics of psychiatric and medical nursing. Need effective communication and organization skills. Prefer State certification as a Substance Abuse Counselor (CSAC) and/or national nursing specific substance abuse certification.
Required Certification/Registration	Basic Life Support: CPR annually, First Aid every 3 years, TB. annually, Valid Hawaii State Driver's License
Specific Competencies	Refer to attached Performance Standards/Indicators. Participates and maintains competencies/skills required for the positions
Equipment Used	Use general office equipment such as computers, printers, copy machine, desk phones.
Working Environment	Indoors, well-ventilated or air-conditioned offices, with physical efforts required and exposure to infectious disease is a moderate risk. Verbal/physical assault is a minimal risk. The noise level in the environment is usually moderate.
RESPONSIBILITIES	
1. Responsible for ongoing staff development and training regarding the medical and health needs of Detox clients.	
2. Responsible for initial medical /psychiatric admission screening of potential residents and scheduling of resident's physical exams. Provides TB clearances and coordinates the provision of medical services for residential clients.	

3. Coordinates with the Detox Internal Medicine Consultant/ Physician regarding timely provision of physical examinations for Detox residential clients and timely follow-up as needed.
4. Documents medical/psychiatric services provided to a client in the client's medical records. Coordinates the transcription of doctor's orders using the appropriate medical document system and on physician order forms.
5. Coordinates pharmacy services, medication delivery, and from department approved pharmacy
6. Coordinates health and medical services between East and West Detox clients.
7. Attends Safety Committee meetings as scheduled. Attends Clinical Treatment Team, and Management Team when requested.
8. Communicates client's medical needs to appropriate staff and coordinates follow-up services.
9. Conducts health education classes for Detox clients upon request.
10. Responsible for the annual review of the agency's Physical Health and Medical Services section of the Policies and Procedures.
11. Completes staff health assessments and TB clearance skin tests in coordination with the Department Head.
12. Restocks First Aid cabinets on Detox campus and in the Detox vehicles.
13. Maintains functioning of facility Automated External Defibrillator (AED).
14. All other duties as assigned.

REQUIREMENTS

15. Demonstrate adequate skills in typing, a high degree of accuracy will be expected.
16. Demonstrate adequate computer skills and knowledge.
17. Demonstrate a basic understanding of organization and a working knowledge of the functions of a human service agency.
18. Demonstrate an understanding of appropriate work attire.
19. Demonstrate exceptional telephone and public relations skills.