



Licensed Practical Mental Health Nurse

Class code: 500

Employee Group: SEIU

Salary Range: 21

I. Position Summary

Under general direction, to provide a full range of nursing and mental health treatment services to a high risk client population and to perform other related work as required.

II. Distinguishing Features

The Licensed Practical Mental Health Nurse is a professional journey level class. Incumbents perform a full range of complex technical and analytical duties with only occasional instruction or assistance. Work is normally reviewed only upon completion. The employee receives general instructions regarding the scope of and approach to assignments, but procedures and techniques are left to the discretion of the employee. Employee may be expected to provide technical supervision to subordinate staff but this is ancillary to the main intent and focus of the job.

III. Examples of Essential Position Duties

- Completes health assessments on individuals when admitted to the program.
- Provides assistance to the licensed medical providers and registered nurses as needed.
- Evaluates, observes and assesses physical and mental health conditions.
- Assists individuals with any treatments prescribed by the licensed medical provider and/or treatment team.
- Ensures individuals receive error free medication at prescribed times.
- Assists in administering/monitoring medications and medication refills as needed.
- Administers injections per licensed prescriber orders.
- Provides medication/health teaching as needed.
- Monitors vitals and perform urine drug screens as ordered.
- Educates individuals on medication, physical health, psychiatric health, nutrition and self-care.
- Facilitates group/individual skills training to participants of the program.
- Provides outreach and support to clients and families as necessary.
- Works with and coordinate care with pharmacies, licensed medical providers and other health care providers.
- Obtains medications as needed from pharmacy or medication samples if available.
- Participates in treatment team as scheduled.
- Completes medication and other progress notes as required by program
- Provides first aid/acute care as needed.
- Schedules and attend individuals' medical appointments.
- Drives to appointments and outings and assist individuals in and out of vehicles.
- Assists individuals in community settings.
- Completes reports as per program regulations.
- Provides or direct the provision of nursing care in accordance with the nurse practice act and legal responsibilities as defined by the State Board of Nursing.
- Conducts pre-evaluation for psychiatric evaluation as needed and/or directed.
- Consults with psychiatrists and physicians. Prepare reports for doctors.

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- Serves on committees and/or task forces; performs other duties and responsibilities as assigned.
- Adheres to County and departmental policies and procedures as well as safe work practices, policies and procedures.
- Develops and maintains effective working relationships with other staff, public officials, the general public and representatives of other agencies.
- Attends and participates in required trainings.
- Has regular and reliable attendance.
- Overtime may be required.
- Performs other related duties as assigned.

IV. Knowledge, Skills and Abilities

Requires a medical knowledge of the techniques and procedures used in evaluating, modifying and motivating human behavior; case management methods; drug interactions; medications and their side effects; rules, laws, regulations and ethics of medical and mental health services and treatment; community services and resources. Ability to assess status of individuals and families for medical services and needs; write concise and accurate progress notes and reports; perform nursing and medical procedures; coordinate treatment plans; work with a diverse client population; establish and maintain cooperative working relationships with those contacted in the course of work; build and lead strong, cohesive work groups and teams; understand and carry out detailed instructions of a technical and professional nature; understand and use basic mathematics to compute totals; operate office equipment including a computer; read and understand equipment manuals, etc.; maintain records with accuracy and confidentiality; communicate effectively, both orally and in writing; communicate effectively and sensitively with patients; respond professionally and responsibly in crisis, emergency or dangerous situations.

V. Minimum Requirements (*Performance of the essential duties of this position includes the following requirements, physical demands and/or working conditions*)

Education and Experience

- Completed an accredited Licensed Practical Nurse program and be licensed in the State of Oregon as an LPN AND two years progressively responsible experience in the delivery of health care in a mental health and/or social services setting OR
- Any combination of education and experience which provides the applicant with the desired skills, knowledge, and ability required to perform the job.

Licenses, Certificates and Other

Current licensure as a Licensed Practical Nurse with the state. Must have a valid Oregon driver's license with an acceptable driving record.

Physical Demands (*Performance of the essential duties of this position includes the following physical demands and/or working conditions*)

Requires ability to coordinate hands and feet in performing simple movements such as bending, reaching and grasping; to exert a small amount of physical effort in sedentary to light work involving moving from one area of the office to another, reaching, kneeling, climbing of stairs and standing for extended periods of time. Requires sufficient hand-eye coordination to perform skilled movements, such as giving injections, taking blood samples, adjusting microscopes, etc., as well as semi-skilled repetitive

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movements, such as typing, filing and data entry and use of other office equipment or supplies. Requires sufficient strength and coordination for lifting, pushing, pulling and/or carrying the weight of equipment as well as sufficient hand/eye coordination to perform semi-skilled repetitive movements such as operating office equipment. Tasks require occasional exposure to strong odors, strong chemicals, and communicable illnesses. Sensory requirements include color, sound, odor, texture and visual perception and discrimination as well as oral communications ability. Requires the ability to operate a motor vehicle.

Working Environments

Work is generally performed in an office environment and may include exposure to disruptive people and communicable diseases.

VI. Additional Information

This classification description is not intended to be an exhaustive list of duties, knowledge, skills, abilities, or requirements, as any one position in this classification may be assigned some or all of these duties, in addition to other duties not explicitly listed here. The various duties, responsibilities and/or assignments of this position may be unevenly balanced and change from time to time based upon matters such as, but not limited to, variations in the shift, work demands, seasons, service levels and management's decisions on how to best allocate department resources. Any shift, emphasis or rebalancing of these assigned duties, responsibilities and/or assignments does not constitute a change in the job classification.

Adopted: 1/15