

**Jefferson County
Position Description**

Name: _____ **Department:** Human Services
Division: CCS

Position Title: CCS Licensed Practical Nurse **Pay Grade:** 6 **FLSA:** Exempt

Date: May 2023 **Reports To:** CCS Manager

Purpose of Position

The purpose of this position is to provide a variety of critical roles in collaboration with the psychiatric care provider. This position will play a key role in both direct service and staff education.

Essential Duties and Responsibilities

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Manages the medication system, administers and documents medication treatment.
- Screens and monitors clients for medical problems/side effects.
- Communicates and coordinates services with other medical providers.
- Engages in health promotion, prevention, and education activities. (i.e. assess for risky behaviors and attempt behavior change)
- Educates other team members to help them monitor psychiatric symptoms and medication side effects.
- Develops strategies to maximize the taking of medications as prescribed. (i.e. behavioral tailoring, development of individual cues and reminders)
- Attends and participates in team meetings.
- Practices competent motivational interviewing techniques, if applicable.
- Demonstrates dependable attendance.
- Complies with County HIPAA Policies and Procedures, if applicable.
- Adheres to and promotes safety as a priority in the workplace.
- Performs other duties as assigned or that may develop.

Additional Tasks and Responsibilities

While the following tasks are necessary for the work of the unit, they are not an essential part of the purpose of this position and may also be performed by other unit members.

- None.

Minimum Training and Experience Required to Perform Essential Job Functions

Approved LPN License/Degree from a college or university in nursing.

Preferred Training and Experience Required to Perform Essential Job Functions

Approved LPN License/Degree from a college or university in nursing with two years of nursing experience, with preference working with individuals with a severe and persistent mental illness.

Other Requirements – Certificates/Licensures

State of Wisconsin Licensed Practical Nurse (LPN)

Valid driver's license.

Knowledge, Skills, Abilities

- Ability to apply concepts of basic algebra and geometry.
- Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume.
- Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.
- Ability to give injections, take blood pressure, and perform various blood and urine tests,
- Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
- Ability to operate a hemoglobin analyzer, stethoscope, blood pressure cuff, audiometer and other related medical equipment as required by the job.
- Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations.
- Ability to reliably and predictably carry out one's duties.
- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
- Ability to work effectively with individuals and families in very emotional and difficult situations and in situations where individuals may be hostile or aggressive.
- Ability to write reports, business correspondence, and procedure manuals.
- Knowledge of anatomy, physiology, pathophysiology, epidemiology, physical assessment and basic pharmacology.
- Knowledge of chart documentation requirements, medical record forms, State and Federal laws that govern releases of health care information, patient consent.
- Knowledge of current epidemiological data analysis and surveillance methods used in the management of communicable and infectious disease.
- Knowledge of current public health nursing principles and processes.
- Knowledge of human systems (wellness, illness, growth and development, basic nutrition, human behavior, psycho-social development, family and community systems).
- Knowledge of public health related issues.
- Knowledge of the information and techniques needed to diagnose and treat injuries and diseases.
- Knowledge of Wisconsin State law relating to professional nursing practice and the American Nurses Association Scope of Practice for Public Health Nursing.
- Skill working sensitively with persons from diverse cultural, socioeconomic, educational, racial, ethnic, and professional backgrounds in public health settings.
- Skill in operating a personal computer, laptop, and other department office equipment using applicable department software, Microsoft products, web-based systems, and performing data entry.

Supervision

None.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential duties and responsibilities of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties and responsibilities.

While performing the duties of this position, the employee is regularly required to sit; use hands to finger, grasp, handle, or feel; reach with hands and arms and talk or hear. The employee is occasionally required to stand; walk; climb or balance and stoop, kneel, crouch, or crawl. Lifting, moving, pushing or pulling up to 10 pounds does not generally occur, but may occur when lifting boxes, books or paper. Specific vision abilities required by this job include close vision, color vision, depth perception and ability to adjust focus, distance vision.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential duties and responsibilities of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties and responsibilities.

While performing the duties of this position, the employee is not regularly exposed to adverse conditions. The noise level in the work environment is usually moderate. Position may be exposed to blood-borne pathogens and communicable diseases.

Jefferson County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act as Amended, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

I have read and understand the duties of this job description and, by signing below; I agree that I can perform the duties of this position with or without reasonable accommodation.

Employee

Date

Supervisor

Date

Human Resources

Date