

## **Position Description:**

**Mental Health Resource Center** is looking for an **LPN-Medical Services**. This is an ideal opportunity for an individual who is dedicated to providing a professional and caring environment for individuals in need of mental health services.

The LPN-Medical Services monitors and assists individuals receiving medication management services and for individuals presenting to the Comprehensive Services Center (CSC) for crisis services. Ensures medication is dispensed in a timely, accurate manner and in compliance with physician orders.

The essential functions include but are not limited to:

### *Direct Services:*

- Provides services to individuals with mental illness referred for long-term medication management and to individuals accessing urgent care.
- Assesses health care, education, medication compliance, infection control, and emotional status/needs at time of appointment and, as necessary:
  - a. Provides education about services provided at Mental Health Resource Center (MHRC), mental illness, self-care, and community resources.
  - b. Provides medication education, including side effects. Educates individuals about medication administration issues, notably compliance with prescribed regimen.
  - c. Checks vital signs.
- Verifies current prescription/physician orders on chart prior to administration of medication. Uses approved techniques to administer medication in compliance with policy and procedure.
- Maintains all supplies related to giving injections (e.g., meds, syringes, etc.)
- Receives logs and stocks sample and Patient Assistance Program (PAP) medications and prepares medication as needed for doctor. Stores vials and injection supplies.
- Ensures that all medications are labeled correctly and that the medication room is kept organized.
- Provides medication administration services at satellite locations when requested.
- Assesses and monitors for risk, symptoms of trauma, and indications of abuse, neglect and/or abandonment. Uses appropriate reporting mechanisms.

### *Documentation and Reporting:*

- Maintains accurate, complete, and appropriate clinical records.
- Accurately documents medication given and injection site; enters visit on contact sheet, completes progress note, and enters billing onto service log.
- Documents all required information, including significant verbalizations, side effects, unusual events, observed behaviors, hygiene, etc. on the progress note. As needed, gives immediate report to the Psychiatrist, Nurse Practitioner, Supervisor, Program Manager.
- Obtains consents and releases of information when indicated.

**Position Requirements:**

Graduation from an accredited school of Practical Nursing required.

Six months of medical/surgical and/or psychiatric nursing experience required.

Must demonstrate proficiency in MHRC EHR System within three months of employment.

Valid licensure as a Licensed Practical Nurse in good standing in the State of Florida required.

Must be able to communicate and write English clearly, legibly and correctly at the college graduate level in order to make entries in the records of persons served. Documentation, paperwork and system entries must meet internal and external guidelines for content, accuracy and timeliness.

Excellent customer service skills are essential and this individual must be able to interact appropriately with internal and external customers, including individuals served, families, caregivers, community service providers, supervisory staff and other department professionals.

**Position Details:**

This position is a Full Time Days position: Monday through Friday, 8:00am to 4:30pm.  
Occasional evenings may be required.

***This full time position offers a comprehensive benefits package.***