

## Position Description:

**Mental Health Resource Center** is seeking a Licensed Practical Nurse (LPN) in Jacksonville. This position will provide services for the MHRC Multidisciplinary Forensic Team (MFT) Program.

The Multidisciplinary Forensic Team (MFT) is a comprehensive approach to divert individuals with severe and persistent mental illness from involvement in the criminal justice system, as well as commitment to Forensic State Hospital Facilities and other residential forensic programs by providing community-based services and supports.

The essential functions of the MFT Licensed Practical Nurse include, but are not limited to:

- Provides treatment, rehabilitation, and support services in accordance with the Office of Mental Health and Substance Abuse Guidance document for Forensic Multidisciplinary Team (MFT), which is adapted from the Florida for Assertive Community Treatment (FACT) model by:
  - Assesses physical health needs, coordinates referrals to community health care providers, and ensures proper medication self-administration in conjunction with the psychiatrist/ARNP.
  - Provides service coordination for an assigned group of individuals, which includes monitoring activities on the individual's recovery plan, conditional release plan, and competency restoration services.
  - Participates in scheduling team services.
  - Participates in team organizational meetings.
  - Provides initial and ongoing assessments.
  - Completes the medical/health portion of the psychosocial assessment.
  - Provides face-to-face visits in the person's home and/or community environment to provide services as identified on the individual's recovery plan.
  - Advocates for individuals to ensure acquisition of necessary social services to include activities of daily living, including medical, dental, legal, housing, and entitlements and monitors and evaluates the effectiveness of the service and the person's satisfaction.
  - Coordinates services with outside inpatient services, residential treatment programs, assisted living facilities, and outpatient services.
  - Provides symptom education to assist persons to identify their mental illness symptoms.
  - Provides crisis intervention as necessary, including evening, weekend, and holiday hours as assigned.
  - Participates in providing 24 hour a day on call coverage for the MFT program.
  - Assists the psychiatrist/ARNP in medication management and in monitoring individual's medications for effectiveness and side effects.
  - Provides stage-based substance abuse treatment through both individual and group meetings.
  - Facilitates case conferences and family conferences, as needed.
  - Assesses and develops the individual's natural support system.
  - Communicates the needs of individuals served to the MFT team.
  - Assesses and monitors for risk, symptoms of trauma, and indications of abuse, neglect and/or abandonment. Uses appropriate reporting mechanisms.

- Provides and oversees the medical services received by persons served by the MFT Program:
  - Participates with the team Psychiatrist/Advanced Registered Nurse Practitioner to develop and maintain policies and procedures related to MFT medical/medication services.
  - Administers, evaluates and records injectable medications prescribed by the Psychiatrist/ARNP.
  - Works with the team Psychiatrist/ARNP to ensure persons served are getting medications as prescribed.
  - Coordinates the scheduling of laboratory services.
  - Evaluates and documents medication effectiveness, complications, and monitors for medication side effects.
  - Coordinates with community health care providers to ensure individual access to needed and regular healthcare services.
  - In coordination with team Psychiatrist/ARNP, teaches individuals about medication management and administration.
- Assures the accuracy, completeness and confidentiality of clinical records:
  - Documents or obtains documentation of past medical, psychiatric and social history for each individual served by the program.
  - Maintains current and comprehensive information in each record.
  - Completes clinical records within established time. Ensures records are maintained according to MHRC policies and procedures and in accordance with contractual and licensing requirements. Develops and maintains the individual's recovery plan in coordination with other MFT team members. Ensures recovery plans contain all required services and signatures (including Psychiatrists/ARNPs).
  - Coordinates recovery plan reviews/addendums, when clinically appropriate.
- Maintains administrative records and responsibilities:
  - Maintains all records required for the completion of the monthly report(s).
  - Completes monthly reports within scheduled time periods.

### **Position Requirements:**

In order to be considered candidates must have graduated from an accredited school of Practical Nursing and 6 months experience in medical/surgical or psychiatric care setting required.

Valid Florida license as a Licensed Practical Nurse (LPN) required.

Each member of the MFT team must meet MHRC/RBHS vehicle driver requirements, to include a valid Florida Driver's License, automobile insurance coverage equaling \$200,000 and no more than eight points on their license for any combination of violations.

The Licensed Practical Nurse must exercise discretion and judgment by making sound decisions independently on a daily basis. This includes, but is not limited to, recognizing life threatening situations, safety risks, abuse, neglect, or other emergencies and responding appropriately.

Must demonstrate proficiency in the MHRC Electronic Health Records (EHR) and Patient Information System demonstrated within three months of employment.

Proficiency of Microsoft Office Programs and the use of the Internet.

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

Each employee contributes to the completeness and confidentiality of clinical records by ensuring documentation, paperwork and system entries meet internal and external guidelines for content, accuracy and timeliness.

Requires one-to-one and group interaction with individuals served, caregivers and their families in varying environments, including the office, home environments, locked inpatient units, and community based settings.

**Position Details:**

This is a Full Time Days position: Monday through Friday, 8:00am to 4:30pm (rotating weekends, on-call, and holidays)

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