

## Wernle Youth and Family Treatment Center

### Job Description

**Job Title:** LPN

**Company:** Wernle Youth and Family Treatment Center

**Department:** Medical Services

**Reports to:** Nurse Supervisor

**Status:** Full Time/Hourly

Wernle Youth and Family Treatment Center is a non-profit residential treatment-behavioral health agency committed to providing quality services to children and their families through caring programs and healing relationships, which are reflective of God's love and Jesus Christ.

**Job Summary:** Maintain day to day operations of health services department to ensure treatment provisions of residents(adolescents, ages 6-21) as prescribed by consulting physicians, ensuring compliance with COA standards, state and federal , and other applicable regulations along with Wernle Youth and Family Treatment Center policies and procedures.

#### **Essential Duties and Responsibilities:**

- Provides nursing care to residents and consults with agency clinical and medical staff, as well as other health professionals, regarding care and treatment.
- Provides initial and regular care to maintain compliance with federal, state, licensing, contractual, COA requirements, and Wernle Policies and procedures.
- Ensures all resident receive treatment as prescribed.
- Develops, implements, and maintains efficient systems and day to day operations for treatment and all other aspects of health services.
- Develops policy and procedures for various health care activities.
- Supervises and participates in ordering, maintenance, and distribution of inventory and medical supplies.
- Provides supervision and coordination in scheduling, medications, and transportation for residents' off campus health care appointments and off campus visits.
- Supervises the initialization and maintenance of residents' health care records.
- Provides emergency care and oversees the application of first aid.
- Supervises and provides administration of medication.
- Administrates basic first aid and general medical checks.
- Assist physician in examinations and or treatments of residents.
- Obtain resident's monthly scheduled blood draws.

- Maintain and update immunizations as recommended by current health standards.
- Administer TB tests to resident and staff and maintain records of them.
- Models appropriate communication and behaviors with staff and residents
- Monitors behaviors and responds to irregularities or problems, which may include administration appropriate forms of consequences, including, but limited to, use of de-escalation techniques and initiating and/or participating in physical restraints(as defined by Therapeutic Crisis Intervention), when necessary, may also participate in obtaining a PRN medication to assist in protecting residents and others from harm.
- Develops and maintains positive relationship with external customers, families, residents, and employees.
- Performs administrative duties, including, but not limited to, inventorying and stocking supplies, filing and cleans equipment.
- Supervises, initialization, and maintenance of residents' health care records.
- Attends and participates in treatment reviews, clinical meetings, and other meetings as required.
- Assists in development, planning, and facilitation of training programs for staff development, especially, but not limited to policies and procedures.
- Provides emergency care and oversees the application of first aid.
- Obtains thirty-two (32) hours of continuing education credits per year.
- Performs other duties as assigned.

**Educations and Experience:**

- Licensed practical Nurse
- Minimum of 21 years of age
- At least 1 year nursing experience
- Valid Driving license

**Language Skills:**

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

**Mathematical Skills:**

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

**Reasoning Ability:**

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

**Certificates, Licenses, Registrations:**

Valid Driver's License.

**Physical Requirements:**

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

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to sit; use hands to finger, handle, or feel; reach with hands and arms; and taste or smell. The employee is occasionally required to stand; walk; climb or balance; and stoop, kneel, crouch, or crawl. The employee must frequently lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

**Work Environment:**

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

While performing the duties of this job, the employee may be exposed to blood-borne pathogens. The employee is occasionally exposed to physical activities with the children that could result in restraining a child as well as physically removing a child to a secure setting. The noise level in the work environment is usually moderate.

I have read the above job description and fully understand the requirements set forth therein. I accept the position as the Health Services Manager, and agree to abide by the requirements set forth and will perform all duties and responsibilities to the best of my abilities.