



STONEWATER™

ADOLESCENT RECOVERY CENTER

Position Description: Licensed Practical Nurse
Reports to: Clinical Director

1. The responsibility of the Licensed Practical Nurse (LPN) is to ensure the individual care, safety and supervision of the patients who reside at Stonewater Adolescent Recovery Center. In addition, the Licensed Practical Nurse ensures that each patient's personal needs are met in accordance with the Stonewater Adolescent Recovery Center policies and procedures and state regulations. The Licensed Practical Nurse is responsible for the care, safety, cleanliness and maintenance of the treatment facilities and outside property, as needed and directed. The Licensed Practical Nurse shall perform the following duties and function as a part of the treatment team:

- a. Be punctual in reporting for scheduled shifts. Notify the Head Nurse in cases involving emergencies or other factors that may influence work attendance, early shift leave and punctuality. At no time can the LPN leave or fail to attend a scheduled shift without prior verbal approval from the Head Nurse.
- b. Be flexible and available to work any and all shifts assigned.
- c. Participate in equipping, encouraging and empowering each patient to be and do all they were created to do while helping them to understand that they were created on purpose for a purpose.
- d. Be responsible for developing a healthy relationship with each patient (whether individually or as a group).
- e. Handle any incidents, crises, perceived dangers, runaways and/or conflicts in a professional and loving manner. Notify all emergency personnel and necessary staff members in crisis situations and complete all necessary paperwork related to incidents in a thorough and timely manner.
- f. Obtain vital signs (temperature, blood pressure, pulse and respiratory rate) and report any abnormal findings to the healthcare provider.
- g. Obtain and process specimens for laboratory orders.
- h. Collect and document patients' medical histories.
- i. Provide basic wound care including cleaning and bandaging injured areas.
- j. Assist, supervise and document the self-administration of scheduled and PRN medications.
- k. Provide the patients with skill training as needed in the maintenance of a clean, safe and healthy environment.
- l. Plan, supervise and cleanup daily meals and snacks that occur during the scheduled shift as needed.
- m. Be aware of approved and needed items for the entire home including food, pantry, personal hygiene, laundry, bedroom, etc.. Provide a list of needed items to the Office Manager prior to needing and/or running out of items.
- n. Supervise and provide life skill training to include, but not limited to, personal hygiene, washing/folding clothes, bed making, ironing clothes, choosing outfits appropriate for occasions and seasons, setting a dinner table, table manners, etc. as directed by the Clinical Director.
- o. Teach appropriate conflict management resolution skills and relational boundaries.
- p. Provide and receive Handoff Report during shift exchange to debrief events that occurred during the shift. Example topics include: patient point trades, issues or concerns, new or discontinued orders, admissions and discharges, room assignments, etc.

- q. Encourage compliance with the Stonewater Adolescent Recovery Center expectations and policies from all patients, staff and volunteers. Address any conflicts and concerns directly with staff in a professional, loving and confidential manner. Consistently seek to maintain unity and cohesion in the program and respect all members of the program (staff, residents and volunteers).
- r. Ensure daily documentation is completed, including but not limited to: staff communication log, patient daily logs, case notes, incident reports, MAR, patient phone logs, etc.
- s. Attend mandatory staff meetings, continuing education and training events as directed.
- t. Transport patients to appointments, outings and family visitations as directed by the Head Nurse and/or Clinical Therapist.

2. Educational/Professional Qualifications:

- a. High school diploma or GED.
- b. Current state LPN License.
- c. Must demonstrate an ability to effectively communicate to patients with mental health and substance use disorders, flexibility in work hours and demonstrate consistency and dependability.

3. Personal Qualifications:

- a. A passion to see individuals with mental health and substance use disorders experience healing, life change and purposeful living and believe that change can happen under the conditions defined in the Stonewater Adolescent Recovery Center vision statement, mission statement and core values.
- b. Good physical health and emotional maturity.
- c. Ability to work with the patient population within state regulations and policy and procedures even if regulations/policy go against personal beliefs.
- d. Flexibility in work hours, programs and services.
- e. Ability to uphold the Stonewater Adolescent Recovery Center vision statement, mission statement and core values.
- f. Ability to work with patients/staff/volunteers who have varying faith backgrounds.
- g. Experience in working as part of a team.
- h. Good communication skills.
- i. Access to a reliable vehicle.
- j. Current and valid driver's license and seven years driving experience.
- k. Clean DMV record.
- l. Proof of current, effective driver's insurance.
- m. Child Abuse Index Check clearance.
- n. Fingerprint/DOJ clearance.
- o. Health and TB clearance.
- p. Good time management skills and an ability to multi-task.
- q. Able to self-initiate activities/tasks.