

JACKSON AREA COUNCIL ON ALCOHOLISM AND DRUG DEPENDENCY

POSITION NAME: LICENSED PRACTICAL NURSE
CLASSIFICATION: NON-EXEMPT
SUPERVISED BY: EXECUTIVE DIRECTOR
SHIFT: MONDAY – FRIDAY (DAY SHIFT)
(Availability to answer on-call medical questions after hours and on weekends/holidays)

DUTIES AND RESPONSIBILITIES:

- Ensure all nursing activities are in compliance with required state grant contracts, standards and regulations
- Work closely with physician in coordinating and implementing continuity of care for clients
- Oversee administration of client medication
- Maintain and monitor detailed care and documentation on clients throughout their stay
- Coordinate TennCare Pre-Authorizations / Re-Authorizations for substance abuse residential, partial hospitalization, and intensive outpatient treatment
- Train staff in taking vital signs, administering CINA/CIWA scales for detox clients
- Triage each client upon admission and perform a medical and mental health evaluation.
- Administer urine drug screens.
- Administer and read TB skin tests of staff and clients, and schedule with Health Department when appropriate
- Assess detox clients, perform CINA/CIWA's, administer detox medications, and complete ASAMS while clients are in detox.
- Schedule clients for mental health intake appointments when appropriate and for the evaluation of MAT (Medication Assisted Treatment) medication administration such as Vivitrol.
- Attend all treatment team and staff meetings as scheduled.
- Educate clients and staff on appropriate healthcare issues and communicate with clinical staff to ensure continuity of care between nursing staff and other departments in the facility

MINIMUM QUALIFICATIONS:

- Current, unrestricted license as a Licensed Practical Nurse in the state of TN
- Current CPR
- Experience working with EHR
- Physically able to climb stairs in a three level facility
- Available by phone for on-call nursing calls nights and weekends
- Valid TN drivers license
- Maintain a working telephone
- Proficient computer skills
- Excellent communication skills

PREFERRED QUALIFICATIONS:

- Experience in providing nursing services in an A&D/Mental Health facility
- Working knowledge of quality assurance in the rehabilitation setting meeting state and federal guidelines