



**JOB TITLE:** Licensed Practical Nurse (LPN) - Full Time

**LOCATION:** The Lighthouse Women's Residence - 244 Hempstead Ave., Buffalo, NY

**REPORTS TO:** Nursing Supervisor

**JOB GROUP:** VII

**SUMMARY OF DUTIES:**

The Licensed Practical Nurse (LPN) is responsible for monitoring the status of clients, and for providing a front line assessment of any medical problems that may arise in the absence of or at the direction of the Nurse Supervisor. The LPN provides supportive counseling as needed and works with the RN Supervisor in treating the clients. She/he responds to any emergencies in accordance with established policies and procedures and is responsible and accountable for providing direct and indirect patient care procedures reflective of Lake Shore Behavioral Health mission and values.

**RESPONSIBILITIES:**

- Provides support to a client who is upset or worried.
- Completes assessments under the supervision of the RN supervisor
- Documents any interactions with clients and/or their children.
- Coordinates and schedules necessary medical appointments with clients
- Passes medication
- Ensures refills are obtained and med room is kept clean and free of debris
- Completes urine screen and order toxicology reports
- Assists in obtaining necessary medical documentation on clients and their children as well as pending admissions
- Facilitate groups

**REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:**

Must have basic knowledge of addiction and recovery process, be able to relate well to recovering women of diverse cultures and their children, and have good judgment. Must be knowledgeable about common childhood illness and basic perinatal health care concerns of women.

**MINIMUM QUALIFICATIONS:**

Completion of a training program for practical nurses, current NYS licensure as a practical nurse (LPN) and four (4) years of paid full time work experience in a human service or medical field. Must be able to work a night shift.

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