



Position: Licensed Practical Nurse (LPN)

Reports to: Nursing Manager

Position Description:

At the Williamson Health and Wellness Center – Behavioral Medicine Clinic (WHWC - BMC), a Licensed Practical Nurse (LPN) is primarily responsible for providing care to patients in an integrated clinical setting utilizing a team-based model. The position requires effective coordination efforts to ensure that patients can fully utilize community and healthcare resources. The LPN should be diligent in maintaining accurate records and maintain productive, professional relationships with staff to facilitate channels of communication. The LPN will be trained to support individuals on a path to recovery.

Key Functions and Responsibilities

1. Explains procedures and treatments to facilitate cooperation, understanding, and to relieve apprehension among patients.
2. Administers prescribed medications and treatments in accordance with approved nursing techniques under the orders of the physician or nurse practitioner.
3. Prepares equipment and aids physician during treatment and examination of patient.
4. Maintains awareness of comfort and safety needs of patient.
5. Initiates a patient education plan, including patient and family instruction, according to the individualized needs of the patient as prescribed by physician
6. Observes patient, records significant conditions and reactions, and notifies supervisor or physician of patient's condition and reaction to drugs, treatments, and significant incidents.
7. Takes temperature, pulse, blood pressure, and other vital signs.
8. Documents nursing history and physical assessment for assigned patients.
9. Participates in Quality Improvement (QI), Quality Assurance (QA) and Continuous Quality Improvement Activities (CQI) as appropriate.
10. Under the direction of the provider, executes standing orders to assure preventive, chronic, diagnostic and medication needs of the patient are met; facilitate the highest quality of care and efficient patient flow in a team-based care environment.

Qualifications & Skills

- Licensed Practical Nurse in West Virginia with related experience and/or training
- Ability to communicate with a team. Excellent customer service skills required.
- To perform this job successfully, an individual should have knowledge of word processing software, Electronic Medical Records software and familiarity with spreadsheets.