

LPN – FULL TIME

Range Mental Health Center has 2 Full Time LPN positions available in our Residential Settings for afternoons and midnights. Hourly wage is \$16.96. Signing bonus available: \$100 on first date of employment and the remaining \$400 after 6 months of employment. Download RMHC's application for employment under the careers tab at www.rangementalhealth.org and submit application via one of the following options:

Mail: RMHC, Attn: HR, PO BOX 1188, Virginia, MN 55792
Email: rtardy@rangementalhealth.org
Fax: 218-741-3080

Essential Functions:

- 1) Assist psychiatrist, nurse practitioner, and other prescribers with medication clinics
- 2) Gather information regarding clients prescribed psychotropic medications according to client's symptoms, level of distress, and observed side effects
- 3) Communicate information gathered with psychiatrist / prescriber / or other relevant party Complete clinical and non-clinical documentation as required in established system
- 4) Act as a liaison between psychiatrist/pharmacist/client
- 5) Act as a liaison between referral sources and other RMHC staff
- 6) Administer intra-muscular and / or oral psychotropic medications
- 7) Provide educational information and informed consents to clients regarding medications and major tranquilizers
- 8) Participate in multi-disciplinary case staff meetings and other required meetings / trainings
- 9) Provide insurance companies with appropriate prior authorization information sufficient to substantiate the need for the services
- 10) Maintain positive working relationships with other area caregivers
- 11) Properly handle medications to meet all applicable regulations and requirements; this includes but is not limited to preparation, distribution, maintenance, and security of medications
- 12) Review documentation and medical histories, evaluate resident requests, provide transportation, correspond with physicians, and attend and schedule appointments as needed for clients in residential settings to administer and update resident health plans and medication administration record to facilitate resident health care needs
- 13) Check vital signs at prescribed / standardized / ordered intervals and provide wellness services such as blood pressure monitoring and weight monitoring as needed
- 14) Submit treatment reports weekly to a resident's respective case manager
- 15) Participate on inter agency team(s) providing intensive nonresidential mental health services, case management, interventions, outreach, emergency services, skills training, illness education, and medication management as assigned

- 16) Monitor ADL's and provide motivation, encouragement, and assistance as needed to clients to perform proper ADL's
- 17) All other duties and responsibilities as assigned

Minimum Qualifications

- 1) High School Diploma
- 2) Credentialed as an LPN in the State of Minnesota
- 3) Certified in CPR and First Aid
- 4) Meet Minnesota Department of Health and Human Services Standards
- 5) Philosophical approach consistent with Range Mental Health Center's mission
- 6) Valid driver's license and good driving record

Skills Required:

- 1) Ability to communicate English in a manner that is sufficiently clear as to be easily understood both verbally and in writing
- 2) Good observation, rapid assessment, and crisis management skills
- 3) Non-judgmental attitude toward persons with disabilities
- 4) Ability to work independently and as part of a team
- 5) Ability to interact effectively with clients, staff and other professionals
- 6) Good understanding of local and state mental health system
- 7) Strong time management skills
- 8) Flexibility to meet demands in a fluid and changing environment
- 9) Ability to handle significant daily stress

Physical Standards:

- 1) 18 years of age
- 2) Able to sit and stand for long periods of time
- 3) Ability to lift 50 pounds.
- 4) Ability to climb stairs.
- 5) Ability to visually monitor clients and visitors
- 6) Ability to visually identify, measure, and dispense medications
- 7) Ability to physically provide medical procedures, including injectable
- 8) Vision sufficient to utilize a computer monitor
- 9) Hearing sufficient to communicate via telephone or in person either one on one or in a group setting.

EOE / AA