

**DEPARTMENT:** NIAGARA COUNTY MENTAL HEALTH  
**CLASSIFICATION:** NON-COMPETITIVE - NYSCSC APPROVED 06/17/2010  
**APPROVED:** NOVEMBER 2, 2009

**LICENSED PRACTICAL NURSE – MENTAL HEALTH**

**DISTINGUISHING FEATURES OF THE CLASS:** This position works as a member of a multi-disciplinary clinical treatment team providing a total therapy program individually tailored for persons with mental hygiene needs. Incumbents serve as a nursing care specialist on a treatment team in consulting with and assisting team members; assisting with treatment efforts of program staff and contractual prescribers (psychiatrists and nurse practitioners); and developing and carrying out a treatment plan appropriate to their licensure for a caseload of clients. Incumbents work under the supervision of a Registered Professional Nurse (RN) or other program staff as per licensure requirements. This position is distinguished from other Licensed Practical Nurse positions by its role as a nursing care specialist to a caseload of mentally ill, chemically dependent or developmentally disabled clients and families in a mentally hygiene setting. Does related work as required.

**TYPICAL WORK ACTIVITIES:**

1. Conducts rounds and assists mental health physicians/prescribers (i.e. psychiatrist/mental health nurse practitioner) in the examination of patients and to triage cases, and posts to charts and follows-up on medical orders in a timely fashion;
2. Works as a mental health services team member with Social Workers, Mental Hygiene Practitioners, a Registered Nurse, discharge and/or transitional case managers and program supervisor, and actively participates in staff meetings;
3. Under the supervision of the RN, program supervisor and/or program psychiatrist or nurse practitioner, prepares, implements and evaluates mental hygiene treatment plans for follow-up of identified needs;
4. Works to verify medications that individuals have taken prior to admission and follows-up in a timely fashion, coordinating with other staff, to ensure continuity of care in the administration of medications;
5. Works with a computerized database or electronic record to produce reports and charting;
6. Assists with completing work and statistical reports and summaries such as Daily Service Logs, program referrals and rosters, and monthly and annual reports;
7. Provides psychoeducation to individuals regarding mental illness and medications, consultation regarding personal coping, wellness, and safety (includes sleep, diet, exercise, conflict resolution, etc), and crisis intervention. Psychoeducation may be provided in group settings;
8. Coordinates with hospitals and other facilities for emergency or planned transfer and continuity of clinical care including verbal consultation and written report. Transfer summaries prepared by a LPN should be reviewed and co-signed by an RN or program supervisor;
9. Refers individuals as appropriate to other services during treatment episode (medical, GED, substance abuse, spiritual, etc.) and provides referral information for community based services upon discharge. Discharge summaries, transfer and referral forms should be reviewed and co-signed by an RN or program supervisor;
10. Identifies and follows-up on referrals to the mental health program;
11. Processes, tracks, and follows-up on requests for mental hygiene evaluations, coordinating with and on behalf of department administration, with other county personnel and mental health contractors;
12. Under the RN or program supervisor, conducts mental status, risk, and lethality assessments, and provides recommendations regarding level of care and need for hospitalization (within the jail this includes constant observation, active supervision recording, and housing);
13. Under the RN and/or program supervisor, triages cases based on clinical need, risk and acuity for initial evaluation and for follow-up by program staff and by contractual prescribers (psychiatrists and nurse practitioners);
14. Under the RN and/or program supervisor, conducts initial and follow-up clinical evaluation and intervention;
15. Follows audit readiness guidelines and completes charting and documentation for each face-to-face contact and each client related phone contact with collaterals and files in appropriate chart locations;

**CONTINUED**

## **LICENSED PRACTICAL NURSE – MENTAL HEALTH CONTINUED**

16. Responds to requests for clinical information and processes subpoenas and other informational requests under the direction of the program supervisor;
17. Identifies high risk, high profile, high acuity cases to the RN and program supervisors, and communicates risk factors to appropriate referring programs/agencies;
18. Coordinates care for individuals served by the Assisted Outpatient Treatment Program;
19. Provides report of critical issues to department and other providers in the absence of the RN or other program staff;
20. May collect and process mail and communications for the program in a timely fashion;
21. Provides mental hygiene clinical consultation for individuals involved in the legal system for continuity of care;
22. May provide psychotropic medication administration;
23. Participates in the crisis on-call rotation providing direct service to enrolled cases and/or assistance and follow-up to the Director of Community Services Designee;
24. When directed, may assign work and/or supervise non-licensed staff;
25. May be responsible for the patients in the program in the absence of the RN.

**FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:** Thorough knowledge of principles, procedures, and techniques of current practical nursing practices; working knowledge of mental health, drug abuse and alcohol issues; working knowledge of and understanding of human behavior; working knowledge of the needs of patients and services available in a mental hygiene setting; good communication and writing skills; skill in the application of current nursing procedures and techniques of patient care in a mental hygiene setting; skill in the application of current mental health clinical procedures and techniques of crisis intervention and mental health care; basic computer skills; ability to recognize the needs of patients in a mental hygiene setting; ability to provide instruction to clients and/or families regarding prevention and mental health care; ability to maintain effective working relationships in dealing with patients in a mental hygiene setting; ability to communicate effectively orally and in writing, ability to accept and utilize guidance; ability to perform duties in accordance with applicable guidelines, rules, and regulations for nurses; ability to engage persons with varied needs; good judgment; tact; physical condition commensurate with the demands of the position.

### **MINIMUM QUALIFICATIONS:**

One (1) year of full-time paid experience in a supervised mental hygiene program such as mental health, mental retardation, alcohol or substance abuse related services.

### **SPECIAL REQUIREMENTS:**

License and current registration to practice as a Licensed Practical Nurse in New York State.