

**CAO of Erie County
Job Description
PERSONNEL MASTER COPY**

Job Title: Licensed Practical Nurse
Job Code: N910902H
DOT Code: 079374014
Division: DART
Department: DART
Location: 1237 Main Street, Buffalo (clinic)
Reports To: Registered Nurse
WSP Grade: 5 (pending)
Salary Level: \$25,000-\$32,000. Annual (based on 35 hr. /wk)
FLSA Status: Non-Exempt
Shift: days (full-time/part-time, includes weekends and holidays)
OSHA Class: 1
Prepared By: T. Walker
Prepared Date: Update April, 2002/Reviewed 11/2016
Approved By: CAO Board/DART Advisory Board
Approved Date: Not available/update/Approved 1/2017

SUMMARY

Provides prescribed medical treatment and personal care services to chemically dependent persons in outpatient clinic setting by performing and following duties.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

Prepares examining room and supplies for patient examinations; obtains and records patient's vital signs and weight, and prepares patient for treatment; assists physician with patient examination as needed. Completes medical charts; reviews physician's orders, lab requests, or follow-up needs with patient; collects urine samples from patients for testing. Administers methadone under direction of Medical Director, and notes time and amount on patients' charts.

Maintains adequate clinical supplies, including stocking and ordering new supplies and disposing of expired or damaged supplies; keeps all necessary records of methadone order sheets and dosages dispensed.

Makes return and new patient appointments; follows up with patients who miss appointments; follows up with patients on lab results, including the scheduling of any additional tests; coordinates referrals for patients through insurance and other physician offices.

Assists with other duties in the absence of other medical personnel; performs duties in accordance with the mission and legal requirements for operation of the clinic.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and / or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION AND/ OR EXPERIENCE

High school diploma and certificate of graduation from a college or nursing school registered with the NYS Education Department.

LANGUAGE SKILLS

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Knowledge of medical terminology and standard medical chart notations. Ability to speak effectively before groups of customers or employees of organization.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent.

REASONING ABILITY

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

OTHER SKILLS AND ABILITIES

Knowledge of nursing principles, sanitation, hygiene, nutrition; through patient observation skills, emotional maturity; understanding of psychology of chemically dependent population.

CERTIFICATES, LICENSES, REGISTRATIONS

NYS License to practice as a professional nurse required.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand; walk; use hands to finger, handle or feel; reach with hands and arms; and talk or hear. The employee is occasionally required to sit and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, peripheral vision, and depth perception.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally exposed to toxic or caustic chemicals. The noise level in the work environment is usually moderate.

APPLICATION REQUIREMENTS

Completion of the CAO of WNY, Inc., application form including submission of official college/university transcripts (or other diploma or certificate where applicable), and three signed release forms for professional references. Community Action Organization of WNY, Inc., is an Equal Opportunity Employer.