



AIDS **Alabama**
Housing Is Healthcare

JOB DESCRIPTION Living Well Outpatient Center LPN (Contracted)

Reports to	Clinical Director
Training & Requirements	Must Possess a nursing license at the LPN level from Alabama and at least one year of experience in mental health field preferred.
Overall Mission	To provide nursing services within the Living Well Outpatient Center (LWOC) and HIV, STD, and TB testing within the Alabama Department of Mental Health/Substance Abuse (ADMH/SA) Treatment Prevention Programs to meet goals of helping those living with HIV/AIDS live healthier and more productive lives and preventing the spread of the disease.

Specific Tasks

All staff must be willing and able to follow AIDS Alabama Policies and Procedures including completion of required trainings.

1. Provide HIV, STD, and TB testing within the framework of Living Well Outpatient Center (LWOC) program and the ADMH SA prevention programs for AIDS Alabama and for partnering agencies.
2. Provide nursing initial assessments, medication administration, medication monitoring, and Treatment Adherence Counseling for LWOC clients who need them.
3. Assist the Medical Director during clinics and help with consults and the prescription process, ensuring MD completes all ADMH standard requirements such a Psychotropic Medication Consent and Counseling and referrals for medical and other health related consults.
4. Provide Basic Living Skills/Psychosocial Training for individuals and groups around topics related to health and wellness and treatment adherence.
5. Ensure documentation of services provided, proper utilization of Electronic Health Record and any paper medical charts are kept up to date with accurate notes, billing, and funding source-specific required data.
6. Participate in staffing and Living Well treatment teams.
7. Follow all operational policies and procedures related to ordering of and tracking of supplies and services related to health and nursing tasks.
8. Provide TB testing and HEP B vaccine assistance to agency staff.
9. Comply with all tracking of Performance Indicators, special incidents, and grant goals attainment with supervisor's assistance.
10. Assist supervisor in ensuring all Alabama Department of Mental Health certification standards for nursing and medication programming are met and site visits result in no critical nursing findings.
11. Assist supervisor in ensuring all Ryan White Part B standards are followed in relation to nursing tasks and site visits results in no critical findings.
12. Achieve monthly productivity goal as set by Clinical Director.
13. Comply with all operational policies for management of center funds, check requests, purchasing and payroll/time off and Human Resources reporting.
14. Other duties as assigned.

Overall Expectation

Represent the agency on the phone, through the mail, and in person in a way, that reflects the position's mission. Establish strong, solid communication with AIDS Alabama's Clinical Director, Executive Director, and CEO. All personnel policies are expected to be adhered to and all employees are expected to perform in a mature, professional, businesslike manner.

AIDS ALABAMA IS AN EQUAL OPPORTUNITY EMPLOYER