



AIDSAlabama
Housing Is Healthcare

Job Description ~ Open Job Position *Living Well Outpatient Center (Mental Health) LPN*

Reports to	Living Well Outpatient Center Clinical Coordinator
Minimum Requirements	Must Possess a nursing license at the LPN level from Alabama Reliable transportation, good driving record, valid driver license; Must pass drug and background screenings.
Preferred Qualifications	One year of experience in mental health field.

Areas of Responsibility

1. Provide HIV, STD, TB, and other 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 as Psychotropic Medication Consent and Counseling and referrals for medical and other health related consults.
4. Complete all prior authorizations for medications prescribed to patients enrolled in the agency's LWOC program.
5. Provide Basic Living Skills/Psychosocial Training for individuals and groups around topics related to health and wellness and treatment adherence.
6. Ensure documentation of services provided, proper utilization of Electronic Health Record and hard copy medical charts are kept up to date with accurate notes, billing, and funding source-specific required data.
7. Participate in staffing and Living Well treatment teams.
8. Follow all operational policies and procedures related to ordering of and tracking of supplies and services related to health and nursing tasks.
9. Provide TB testing and HEP B vaccine assistance to agency staff.
10. Administer medications (primarily injectable medications) as prescribed by Medical Director.
11. Comply with all tracking of Performance Indicators, special incidents, and grant goals attainment with supervisor's assistance.
12. Become Medication Assistance Supervisor (MAS) certified and assist with the JASPER House residential facility (Mental Health), as needed.
13. 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.
14. 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.
15. Achieve monthly productivity goal as set by Clinical Director/Executive Director.
16. Comply with all operational policies for management of center funds, check requests, purchasing and payroll reporting.
17. Other duties as assigned.

Work Environment

1. Schedule: Work hours are full time and may include nights, weekends, and travel.
2. Physical: May lift up to 50lb occasionally; long periods of standing, stooping, bending, and sitting. Employee must be independently mobile including climbing stairs, able to read documents and respond to written communication, hear and understand the English language.

3. Cultural: Must be comfortable working with individuals and/or family members living with HIV (or other STIs), as well as those with impaired cognitive behaviors, individuals experiencing homelessness, LGBTQ individuals, and members of various racial/ethnic communities.

Overall Expectations

Represent the agency in person, and through all other methods of communication, in a way that reflects the agency’s mission. Adhere to all AIDS Alabama/AIDS Alabama South Policies, Procedures, and Guidelines (including, but not limited to, Human Resources/Personnel, Finance, Operational, and Housing) as presented and as adapted. Establish a strong, solid line of communication with all levels of employees and external business partners. All employees are expected to perform and communicate openly, effectively, and professionally with staff members, consumers, community members and external business partners. Must be willing and able to complete all trainings in obligatory timeframes. Participation in agency activities, testing events, and fundraisers is expected as necessary and requested. Be aware that breach of confidentiality is grounds for dismissal. This job description can be modified to reflect additional tasks.

AIDS Alabama/AIDS Alabama South expects staff to create a safe space in which all people are valued, respected, and treated with dignity; sexuality is accepted as a healthy part of being human. In such a space, all people would be celebrated for who they are and provided with the economic, educational, and social opportunities to reach their full potential.

AIDS Alabama/AIDS Alabama South is an equal opportunity employer.

Employee’s signature

Date

Human Resources signature (or assigned designee)

Date