

## **Autism Services Center**

**Job Title: Licensed Practical Nurse**

**Department: Residential and Community Programs**

**Direct Supervisor: RN Supervisor**

**Revised Date: January 9, 2008**

### **Qualifications:**

- Registered LPN in the state of WV
- Experience with persons who are developmentally disabled is preferred.
- Valid driver's license, reliable transportation and vehicle insurance.

### **Job Description:**

The LPN will:

- Report directly to RN supervisor
- Administers medications at ICF/MR Group House and other non ICF/MR Homes.
- Accompany Betsy Broh residents to doctor appointments, emergency rooms, etc. when available. Oversees Betsy Broh residents 24 hours a day.
- On call for medical problems pertaining to clients, 24 hours a day.
- Responsible for paperwork, nurse's notes, writing and having doctors' orders signed monthly, keeping residents' medical books in order – ICF/MR house.
- Instruct staff in CPR/FA, medications and immunizations required for employment.
- Aware of and familiar with frequently used psychotropic drugs and instruct staff on uses and possible side effects of same.
- Serves as Manager/Assistant Manager of Betsy Broh when appointed to such position.