**Level:** Non-Exempt

**Job Band:** 8

**Job Code:** LNASAS

**Job Title:**  LNA, Substance Abuse Services

**Job Objective:** As an LNA at the Farnum Center, you will provide services mainly on the medical detox unit assisting clients with medical and physical needs. This role requires the LNA to work cooperatively with all medical and clinical staff on the unit.

**Qualifications:**

* Minimum eighteen (18) years of age
* Completed an approved training program as a licensed nurse assistant
* Six (6) months experience working as a caregiver preferred
* Be able to work collaboratively meet the physical, emotional and mental health issues
* Valid driver’s license and reliable vehicle (if applicable)

**Competencies: See Appendix A**

**Background Checks:** Motor vehicle record (if applicable), Auto insurance (with/without Agency limits if applicable), State criminal record, (For additional required background checks see Appendix B)

**Essential Responsibilities:**

1. Provide individuals with care and assistance as deemed necessary by the treatment plan, including, but not limited to: meal preparation, bed changes, taking basic vital signs and measurements, personal care as delegated and appropriate, dressing, cleaning, as state license allows licensure.
2. Provide assistance with personal care as needed, as well as reminders and simple assistance for activities such as attending groups, walks outside, helping nursing getting clients to the medication times.
3. Follow Nursing and the physicians plan for medical detoxification.
4. Encourage clients to attend groups and follow the daily schedule.
5. Transport individuals as assigned, or as needed to follow the medical plan.
6. Accept responsibility for compliance with all policies, procedures at Farnum Center including responsibility as a mandated reporter.
7. Communicate regularly with supervisor, attending supervisory meeting as required.
8. Demonstrate ability to receive supervision from multiple supervisors and when appropriate to cooperate with the client.
9. Understand and respect the confidentiality of the consumer and family and maintain standards of professionalism at all times.
10. Follow protocols and procedures for emergency situations.
11. Complete necessary paperwork and documents as required.
12. Search client’s belongings as needed.
13. Wash all bedding in the Medical detox unit.
14. Facilitate groups and other activities with clients as required.

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**Non-Essential Responsibilities:**

1. Perform additional duties as requested.

The preceding Essential and Non-Essential Responsibilities are not intended to be an exhaustive list of tasks and functions for this position. Other tasks and functions may be assigned as needed to fulfill the Agency mission.

**Physical Requirements**

1. LNA, Substance Abuse Services

My signature below is an acknowledgement that I have received and reviewed a copy of this job description.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  |  |  |  |  |
| Employee Name (clearly printed) |  | Employee Signature |  | Date |

Dev: 4/2019; Rev: 5/2019

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**Appendix A: Competencies**

|  |  |
| --- | --- |
| **COMPASSION** | Genuinely cares about people; is available and ready to help; is sympathetic to the plight of others; demonstrates empathy with the others. |
| **INTEGRITY/TRUST** | Is seen as a direct, truthful individual; can present the truth in an appropriate and helpful manner; admits mistakes and does not represent him/hers elf for personal gain. |
| **PATIENCE** | Is tolerant with people and processes; listens and understands the people and the data before making judgements and acting; sensitive to due process and proper pacing.  |
| **PERSONAL LEARNING** | Picks up the need to change interpersonal behavior quickly; seeks feedback; watches others for their reaction to his/her attempt to influence and preform. |
| **PROBLEM SOLVING** | Uses logic and methods to solve difficult problems with effective solutions; can see hidden problems; excellent at analysis; looks beyond the obvious and doesn’t stop at the first answers. |
| **SKILLED** | Adheres to an appropriate and effective set of core values and beliefs during both good and bad times; acts in line with those values; rewards the right values and disapproves of others; practices what he/she preaches. |
| **WORK/LIFE BALANCE** | Maintains a balance between work and personal life; is not one dimensional; gets what he/she wants from both |

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**Appendix B: Additional Required Background Checks**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| ***NH*** | [ ]  **Fingerprinting**-Positions working with youth (ie YTS, Camp Sno Mo, STS) (RSA 189)- Positions working in/ at Res/Ed/Childcare setting 5+ hrs/wk (RSAs 189 & 170)-ISO ( RSA 189 & 170-if at Res/Ed/Childcare setting)-Med Rehab if working in schools (RSA 189) | [ ]  **CCLU/ Household List**- Positions working in/at Res/Ed\Childcare setting 5+ hrs/wk (not ISO) | **[ ]  BEAS**- Positions working in Adult programs-ISO-STS | [ ]  **State Central Registry**-ISO -STS-Camp Sno Mo Respite Providers |  |
| ***ME*** | [ ]  **Fingerprinting**-All positions working with children in a school setting  | [ ]  **CFS Abuse & Neglect**- All positions working with children in a school setting | [ ]  **Adult Protective** -Adult Mental Health positions | [ ]  **Office of Inspector General**-Adult Mental Health positions | [ ]  **MaineCare Exclusions**-Adult Mental Health positions |
| ***VT*** | [ ]  **Adult/Child Abuse Registry** -All Positions |  |  |  |  |

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**Physical Requirement Form**

|  |  |  |  |
| --- | --- | --- | --- |
| **Position:** | LNA | **Department:** | Substance Abuse Services |
|  |
| Definition of Terms: |
|  **NOT AT ALL** - Employee never engages in activity. **OCCASIONALLY** - Employee engages in this activity 1% to 33% of time. **FREQUENTLY** - Employee engages in this activity 34% to 66% of time. **CONTINUOUSLY** - Employee engages in this activity 67% to 100% of time |
|  |  |  |  |  |
| 1. **On an average day, staff are required to:**
 | **Not at all** | **Occasionally** | **Frequently** | **Continuously** |
| 1. Sit
 | ( |  | ) | ( |  | ) | ( | x | ) | ( |  | ) |
| 1. Stand
 | ( |  | ) | ( |  | ) | ( | x | ) | ( |  | ) |
| 1. Walk
 | ( |  | ) | ( |  | ) | ( | x | ) | ( |  | ) |
| 1. Drive
 | ( |  | ) | ( | x | ) | ( |  | ) | ( |  | ) |
| 1. Bend/Stoop
 | ( |  | ) | ( | x | ) | ( |  | ) | ( |  | ) |
| 1. Climb (i.e.: Stairs)
 | ( |  | ) | ( | x | ) | ( |  | ) | ( |  | ) |
| 1. Kneel
 | ( |  | ) | ( | x | ) | ( |  | ) | ( |  | ) |
| 1. Balance
 | ( |  | ) | ( | x | ) | ( |  | ) | ( |  | ) |
| 1. Squat
 | ( |  | ) | ( | x | ) | ( |  | ) | ( |  | ) |
| 1. Crouch
 | ( |  | ) | ( | x | ) | ( |  | ) | ( |  | ) |
| 1. Crawl
 | ( |  | ) | ( | x | ) | ( |  | ) | ( |  | ) |
| 1. Hold
 | ( |  | ) | ( |  | ) | ( | x | ) | ( |  | ) |
| 1. Carry
 | ( |  | ) | ( |  | ) | ( |  | ) | ( | x | ) |
| 1. Assist individual in/out of vehicles
 | ( |  | ) | ( | x | ) | ( |  | ) | ( |  | ) |
| 1. Transfer individual in/out of wheelchair
 | ( |  | ) | ( | x | ) | ( |  | ) | ( |  | ) |
| 1. **On an average day, staff may be required to:**
 |  |  |  |  |
| *Lift/Customer Handling* | **Not at all** | **Occasionally** | **Frequently** | **Continuously** |
| 1. 0-10 pounds
 | ( |  | ) | ( |  | ) | ( |  | ) | ( | x | ) |
| 1. 11-25 pounds
 | ( |  | ) | ( |  | ) | ( |  | ) | ( | x | ) |
| 1. 26-35 pounds
 | ( |  | ) | ( |  | ) | ( | x | ) | ( |  | ) |
| 1. 36-50 pounds
 | ( |  | ) | ( | x | ) | ( |  | ) | ( |  | ) |
| 1. 51-100 pounds
 | ( | x | ) | ( |  | ) | ( |  | ) | ( |  | ) |
| 1. over 100 pounds
 | ( | x | ) | ( |  | ) | ( |  | ) | ( |  | ) |
| *Push/Pull* | **Not at all** | **Occasionally** | **Frequently** | **Continuously** |
| 1. 0-10 pounds
 | ( |  | ) | ( |  | ) | ( |  | ) | ( | x | ) |
| 1. 11-25 pounds
 | ( |  | ) | ( |  | ) | ( | x | ) | ( |  | ) |
| 1. 26-50 pounds
 | ( |  | ) | ( |  | ) | ( | x | ) | ( |  | ) |
| 1. 51-100 pounds
 | ( |  | ) | ( |  | ) | ( | x | ) | ( |  | ) |
| 1. over 100 pounds
 | ( |  | ) | ( |  | ) | ( | x | ) | ( |  | ) |

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|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 1. **On an average day staff are required to:**
 |  |  |  |  |
| *Office* | **Not at all** | **Occasionally** | **Frequently** | **Continuously** |
| 1. Collate
 | ( |  | ) | ( | x | ) | ( |  | ) | ( |  | ) |
| 1. Use Phone
 | ( |  | ) | ( | x | ) | ( |  | ) | ( |  | ) |
| 1. File
 | ( | x | ) | ( |  | ) | ( |  | ) | ( |  | ) |
| 1. Type
 | ( |  | ) | ( | x | ) | ( |  | ) | ( |  | ) |
| 1. Schedule
 | ( | x | ) | ( |  | ) | ( |  | ) | ( |  | ) |
| 1. Use Keyboard
 | ( |  | ) | ( | x | ) | ( |  | ) | ( |  | ) |
| 1. Use Computer Monitor
 | ( |  | ) | ( | x | ) | ( |  | ) | ( |  | ) |
| *Communication* | **Not at all** | **Occasionally** | **Frequently** | **Continuously** |
| 1. Hear
 | ( |  | ) | ( |  | ) | ( |  | ) | ( | x | ) |
| 1. Speak
 | ( |  | ) | ( |  | ) | ( |  | ) | ( | x | ) |
| 1. Write
 | ( |  | ) | ( | x | ) | ( |  | ) | ( |  | ) |
| 1. **Some positions require the use of behavioral intervention which may include:**
 | **Not at all** | **Occasionally** | **Frequently** | **Continuously** |
| 1. Pursuing an individual
 | ( |  | ) | ( | x | ) | ( |  | ) | ( |  | ) |
| 1. Lowering an individual to floor
 | ( |  | ) | ( | x | ) | ( |  | ) | ( |  | ) |
| 1. Lifting individual from floor to standing
 | ( | x | ) | ( |  | ) | ( |  | ) | ( |  | ) |
| 1. Lowering an individual to sitting position
 | ( |  | ) | ( | x | ) | ( |  | ) | ( |  | ) |
| 1. Blocking/Deflecting (stop force of hit/punch)
 | ( |  | ) | ( | x | ) | ( |  | ) | ( |  | ) |
| 1. Cushioning individual from a fall
 | ( |  | ) | ( | x | ) | ( |  | ) | ( |  | ) |
| 1. Preventing/releasing hair pulls/bites
 | ( | x | ) | ( |  | ) | ( |  | ) | ( |  | ) |
| 1. Restraining an individual
 | ( | x | ) | ( |  | ) | ( |  | ) | ( |  | ) |
| 1. Receiving/Enduring physical aggression
 | ( | x | ) | ( |  | ) | ( |  | ) | ( |  | ) |
|  |
| ***Comments***: |  |
|  |
|  |