

Job Description

Job Title: Registered Nurse (RN)/Licensed Practical Nurse (LPN)
Department: Medical Assistance Treatment (MAT) Clinic
Reports To: Nurse Manager / Clinical Supervisor / Medical Director
Category: Full-time / Part-time
FLSA Status: Hourly/ Non-exempt
Prepared By: Human Resources Department
Prepared/Updated Date: 10/10/2025
Approved By: Chief Executive Officer
Approval Date: 10/10/2025

Job Summary

The Registered Nurse (RN)/Licensed Practical Nurse (LPN) provides compassionate, trauma-informed nursing care to individuals receiving substance use and mental health treatment. The LPN supports patients through medication management, health monitoring, and education, working closely with the multidisciplinary care team to promote recovery and overall well-being.

Core Responsibilities

- Administer medications, including MAT (Medication-Assisted Treatment) such as methadone, buprenorphine, or naltrexone, in accordance with medical orders and program protocols.
- Monitor patients for withdrawal symptoms, side effects, and adverse reactions, escalating concerns to the RN, physician, or prescriber as needed.
- Conduct intake assessments including vital signs, health history, and risk screenings.
- Support medical providers in treatment planning and ongoing patient care.
- Provide patient education on medications, harm reduction, infection control, and health promotion.
- Document all nursing care, interventions, and patient responses accurately in the electronic health record (EHR).
- Maintain medication logs, controlled substance counts, and follow DEA, state, and clinic regulations.
- Respond to medical and psychiatric emergencies with professionalism and adherence to protocols.
- Foster a safe, respectful, and stigma-free environment for patients in recovery.
- Collaborate with counselors, case managers, peer support specialists, and other members of the care team.
- Participate in team meetings, quality improvement activities, and ongoing staff training.
- Other duties as assigned.

Expected Hours of Work

1st shift work hours M-F. No weekends. No on-call.

Supervisory Responsibilities

May require supervising others: No

Required Education and Experience

- Graduation from an accredited practical nursing program.
- Must have at least one year of experience in behavioral health, addiction treatment, community health, or a related healthcare setting.
- Knowledge of substance use disorders, withdrawal management, and harm reduction principles preferred.
- Strong interpersonal, communication, and de-escalation skills.
- Ability to provide nonjudgmental, trauma-informed care to individuals from diverse backgrounds.
- Commitment to confidentiality, HIPAA compliance, and ethical standards of care.
- Candidate must pass BCI/FBI background check.

Competencies

- Patient Assessment
- Medication Administration
- Documentation
- Patient Interaction
- Team Collaboration
- Empathy & Compassion
- Cultural Competence
- Emotional Resilience
- Confidentiality
- Compliance
- Ethical Decision Making
- Quality Improvement
- Continuing Education

Certificates, Licenses, Registrations

- Current, unencumbered Licensed Practical Nurse (LPN) license in the State of Ohio.

Physical Demands

- Outpatient substance use treatment clinic setting.
- Frequent interactions with patients who may be in crisis, experiencing withdrawal, or managing co-occurring disorders.
- May require standing, walking, or lifting up to 25 lbs.
- Regular exposure to medical environments, including handling biohazards.

Employee Name: _____

Employee Signature: _____

Date: _____