

The United Planning Organization (UPO) is the designated Community Action Agency for Washington, District of Columbia, and has served the residents of the District since 1962. Our **Vision** for the future is “UPO’s Washington: A city of thriving communities and self-sufficient residents”; our **Mission** is “Uniting People with Opportunities.”

All qualified applicants are encouraged to apply for this position or any other position currently advertised on our website. Please visit us at www.upo.org to view all of our vacancies and to learn more about our company and services.

POSITION: Licensed Practical Nurse (LPN) (PT)
DIVISION/OFFICE: Community Health Division – Comprehensive Treatment Center (CTC)
BULLETIN No: 02112018
SALARY RANGE: \$44,000-\$48,000 (Commensurate with Experience)
OPENING DATE: November 21, 2018
CLOSING DATE: Open until filled
FIRST SOURCE: RM-15-HCA-Stats-000 BY04-CPS

BRIEF DESCRIPTION:

It is the responsibility of the Licensed Practical Nurse (LPN), under the supervision of the RN Supervisor and the Medical Director/Center Administrator, to perform routine treatments and services in the delivery of care to patients in United Planning Organization’s (UPO) Comprehensive Treatment Center. The LPN must serve as a staff nurse in the Center and is responsible for daily work assignments assigned to the nursing staff; the primary job function is patient dosing. Conduct specimen collections to include breathalyzers, swabs, and urine testing. Triage patients and assist physicians with examinations. Provide information to educate patients regarding methadone medication and listen to patient concerns.

MINIMUM QUALIFICATIONS:

Current LPN license to practice in the District of Columbia. CPR certification. Must be insurable for agency bonding and liability purposes. Must be able to work sensitively and effectively with individuals of diverse educational, socio-economic and cultural backgrounds.

Ability to effectively use Microsoft Office programs and able to learn and use an electronic time keeping program. Possess effective organizational and professional communication skills, with the ability to effectively communicate in English, in both oral and written forms.

DESIRED QUALIFICATIONS:

Experience working in addiction management medical environments. Knowledge of applicable federal/state/District laws and regulations governing methadone management.

OTHER REQUIREMENTS:

In the event that an offer is extended, the candidate will be required to successfully complete a criminal background check and/or FBI fingerprinting, as well as pre-employment drug screening, as applicable for the position.

This position *IS* in the collective bargaining agreement of the CWA Union.

Submit your resume to upojobs@upo.org or fax your resume to 202/319-3237.