

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](http://www.upo.org) to view all of our vacancies and to learn more about our company and services.

**POSITION:** Licensed Practical Nurse (LPN)  
**DIVISION/OFFICE:** Community Health Division – Comprehensive Treatment Center (CTC)  
**BULLETIN No:** 01122020  
**SALARY RANGE:** \$44,000 - \$48,000 (Commensurate with Experience)  
**OPENING DATE:** December 9 2020  
**CLOSING DATE:** Open until filled  
**FIRST SOURCE:** RM-15-HCA-Stats-000 BY04-CPS

**MAJOR DUTIES:**

It is the responsibility of the Licensed Practical Nurse (LPN), under the supervision of the Nurse Supervisor, and the Medical Director/Center Director, 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. The LPN will provide information in educating patients regarding methadone medication, screening and addressing patient concerns.

**BRIEF DESCRIPTION:**

Prepare and administer methadone medications and treatments with knowledge of purpose and adverse effects of nursing care provided. Complete all documentation for observation, planning, and evaluation of care provided to patients, including orders by physicians, encounter note authorizations, calibrations, inventory, etc Operate all electronic medical record systems used at CTC independently. Function in monitoring capacity as assigned for completion of patient’s care. Act on patient’s behalf to ensure patient rights and to prevent patient abuse. Is able to maintain confidentiality of information. Conduct specimen collections to include breathalyzers, swabs, and urine testing. Triage patients and assist physicians with examinations. Perform temperature scans for visitors, contractors, customers, employees on an as needed basis.

**MINIMUM QUALIFICATIONS:**

Current LPN license to practice in the District of Columbia. CPR certification. Must be insurable for agency bonding and liability purposes. Excellent working knowledge of MS Office (Word, Excel, Outlook and Power Point) and ability to use/learn electronic time-keeping program.

Must be able to work sensitively and effectively with individuals of diverse educational, socio-economic and cultural backgrounds.

**DESIRED QUALIFICATIONS:**

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

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**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.**

**ALL VISITORS TO UPO FACILITIES WILL BE SUBJECT TO TEMPERATURE SCANNING**

Submit your resume to [upojobs@upo.org](mailto:upojobs@upo.org) or fax your resume to 202/319-3237.