



Licensed Practical Nurse (LPN)–ICF #02165

City of Virginia Beach – Job Description

Date of Last Revision: November 25, 2025

FLSA Status: Non-Exempt

Pay Plan: General

Grade: 23

City of Virginia Beach Organizational Mission and Values

The City of Virginia Beach exists to enhance the economic, educational, social, and physical quality of the community and provide sustainable municipal services which are valued by its citizens.

The City of Virginia Beach organization is based upon a belief in the democratic process of government. This belief provides meaningful ways for citizens, reflecting the diversity of our City, to contribute to the development of public policy. This process is enhanced by organizational values which guide member performance within the Virginia Beach Quality Service System. These values define our desired organizational culture. We value quality customer service; teamwork; leadership and learning; integrity; commitment; and inclusion and diversity.

Class Summary

As a Licensed Practical Nurse (LPN) at an Intermediate Care Facility (ICF/IID), under the supervision of a Registered Nurse (RN), the staff person is responsible for the biological, psychological and social assessment of clients.

Representative Work Functions and Responsibilities

- Assists with the facilitation and implementation of health care objectives of the Individual Program Plan (IPP), collaborates with members of the Interdisciplinary Team (IDT) and other health care professionals in the community.

- At the direction of the RN, within the scope of their practice, will assess, implement and evaluate the individual's healthcare needs for all acute and chronic healthcare conditions.
- Within the scope of their practice, provides technical support to non-licensed staff regarding health care services and medication administration.
- Perform simple diagnostic tests as necessary i.e. accuchecks, vital signs etc.
- Confirm and audit all medication administration records minimally every 30 days to ensure they are per Physician's Orders.
- Submit all orders to the client's individual Primary Care Physician every 90 days.
- Ensure proper inventory and storage of all ordered medications and treatments.
- Provide triage for client health status changes which require a higher level of care.
- May be required to participate in training's, meetings and participate in community engagements to further support the individuals residing in the ICF.
- Provide guidance and instruction to non-licensed direct service staff regarding the health and safety of the clients.
- Perform other job duties requiring skills, knowledge and physical requirements as demanded by those duties described or less.
- Individual assignments will be determined by the supervisor based on the current workloads and department needs.

Performance Standards

- Develop and maintain collaborative professional relationships with the clients and IDT members.
- Communicate in an effective, respectful, professional manner using methods easily understood by all parties involved.
- Follow ethical standards and work within the professional scope of practice.
- Complete quarterly and annual nursing assessments per the QIDP's schedule for each individual.
- Perform nursing treatments according to Physician's Orders and ensure all non-licensed staff performing treatments are performing them in accordance with Physician's Orders.
- Communicate with the Qualified Intellectual Disabilities Professional (QIDP) regarding suggested changes to the IPP health care objectives.
- Observe and report healthcare data per the IPP.
- Communicate and collaborate with the contracted pharmacy, and their subcontractor's, to ensure medications and treatments are available per Physician Orders.
- Performs other duties as assigned and may not be listed in the job description.
- Attend at a minimum 90% of all scheduled staff training and meetings.

- Complete individual assessments from the Nursing Supervisor and/or Nurse Manager.
- Maintain current certification for Licensed Practical Nursing in the state of Virginia; maintain CPR and defensive driving throughout employment with the City of Virginia Beach.
- All chart documentation will comply with established departmental standards with 85% accuracy over the entire year.

Minimum Qualifications

- Possession of a current and valid license issued by the State of Virginia or as a part of the Compact Designation (Multi-State Privileges) as a Licensed Practical Nurse and one or more years of experience as a Licensed Practical Nurse to be specified by the hiring department.
- Current CPR certification.
- Must have a current and valid driver's license.

Preferred Qualifications

- Experience working directly with Intellectually/Developmentally Disabled population.
- Experience with Nursing assessments.
- Experience with Gastrostomies and Jejunostomies.

Special Requirements

All employees may be expected to work hours in excess of their normally scheduled hours in response to short-term department needs and/or City-wide emergencies.

Working Conditions

Working conditions are intended to provide a general overview of the environmental conditions inherent in the job setting, as well as the physical, mental, and sensory requirements necessary to perform the essential functions of positions in the noted job title. A more detailed description will be made available at the position (PCN) level both internally and externally with all posted open positions.

NOTE: Per HR Policy 6.19, Americans with Disabilities, the City follows the requirements of the Americans with Disabilities Act (ADA) in all hiring and employment decisions. The City shall not discriminate on the basis of disability in its hiring and employment practices. The City shall make reasonable accommodations for the known physical or mental limitations of a qualified applicant or employee with a disability upon request unless the accommodation would cause an undue hardship on the operation of the City's business.

DISCLAIMER:

This description is intended to indicate the kinds of tasks and levels of work difficulty that will be required of positions that will be given this title and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or in any way modify the right of any supervisor to assign, direct, and control the work of employees under his or her supervision. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.