

## **POSITION VACANCY**

**APPLICATIONS FROM THE PUBLIC WILL BE ACCEPTED BEGINNING  
APRIL 6, 2021 THROUGH APRIL 30, 2021 OR THE POSITION IS FILLED.**

**JOB TITLE: Licensed Practical Nurse, #10955**

**Online: [www.co.wayne.in.us](http://www.co.wayne.in.us)**

<b>Date Posted:</b>	<b>April 6, 2021</b>
<b>Department:</b>	<b>Public Health</b>
<b>Hours:</b>	<b>40 hours/Full-time</b>
<b>Hourly Rate:</b>	<b>\$19.93/hour</b>

To perform this position successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in this document are representative of the knowledge, skill, and/or ability required. Wayne County provides reasonable accommodation to qualified employees and applicants with known disabilities who require accommodation to complete the application process or perform essential functions of the job unless the accommodation would cause an undue hardship.

Incumbent serves as LPN for the Public Health Department, responsible for providing health care and education to Wayne County residents.

### **DUTIES**

Conducts patient assessments, monitoring and recording vital signs, obtaining specimens for diagnostic procedures, and performing tests.

Preparing examination rooms with appropriate equipment and supplies, providing lab results for examiners, instructing patients on treatment and medication procedures, and ensuring patients receive proper medication.

Assists patients, providing education and instruction, releasing lab results, scheduling appointments, completing medical forms, and contacting Medicaid as appropriate.

Monitors exam room equipment, cleaning and updating, as necessary. Maintains inventory of medical supplies and forms, ordering and restocking exam rooms accordingly.

Consults with office staff and other health care professionals regarding patient care, as needed.

Administers immunizations as appropriate for age of patient and immunization history, updating records and entering them into computer.

Performs Clinical Laboratory Improvement Amendments (CLIA) waived test, sexually transmitted disease testing and tuberculosis testing.

Inventory of medical supplies and forms.

Contacts patients, pharmacies, and other medical facilities as necessary, issuing codes to hospitals, obtaining approval from Medicaid, phoning in prescription information to pharmacists, and ordering indigent medications for eligible patients.

Prepares educational materials for health clinic patients.

Attends staff meetings and training seminars as required.

Responds to emergencies on a 24-hour on-call rotation.

Performs related duties as assigned.

## **I. JOB REQUIREMENTS:**

Current Indiana Licensed Practical Nurse license with one (1) year of prior job-related experience preferred.

Possession of or ability to obtain malpractice insurance.

Working knowledge of and ability to make practical application of public health laws, accepted principles and practices of Public Health nursing, and immunizations.

Working knowledge of health and social services available to County residents, and ability to coordinate services and referrals as appropriate.

Working knowledge of standard office practices, basic computer skills, and medical terminology, and the ability to apply such knowledge to a variety of interrelated processes, tasks, and operations.

Working knowledge of standard English grammar, spelling and punctuation, and ability to prepare written reports as required.

Ability to properly operate a variety of standard office equipment, including computer, telephone, calculator, fax machine, and copier.

Ability to operate a variety of medical equipment, including glucometer, NST machine.

Ability to effectively communicate orally and in writing with co-workers, other County departments, physicians, hospitals, labs, pharmacies, Medicaid, and the public, including being sensitive to professional ethics, gender, cultural diversities, and disabilities.

Ability to provide public access to or maintain confidentiality of department information and records according to state requirements.

Ability to comply with all employer and department policies and work rules, including but not limited to, attendance, safety, drug-free workplace, and personal conduct.

Ability to compare or observe similarities and differences between data, people, or things.

Ability to compile, analyze and evaluate data, make determinations, and present findings in oral or written form.

Ability to compute/perform arithmetic operations, such as calculating inventories and tabulating test results.

Ability to understand, memorize, retain, and follow oral or written instructions.

Ability to file, post, mail materials, and maintain organized files.

Ability to work alone with minimum supervision and with others in a team environment.

Ability to work rapidly for long periods, under time pressure, and on several tasks at the same time.

Ability to apply knowledge of people and locations.

Ability to plan and layout assigned work projects.

Ability to competently serve the public with diplomacy and respect, including occasional encounters with irate/hostile persons.

Ability to occasionally work extended and/or evening hours, and occasionally travel out of town for seminars, but not overnight.

Ability to respond to emergencies on a 24-hour basis.

Possession of a valid driver's license and demonstrated safe driving record.

## **II. DIFFICULTY OF WORK:**

Majority of duties are performed within clear and well-defined guidelines that are applied to specific tasks. On rare occasions, decisions are made in the absence of specific policies and procedures, and/or guidance from supervisor.

## **III. RESPONSIBILITY:**

Incumbent performs a variety of standard, recurring duties with work priorities primarily

determined by supervisor and service needs of the public. Assignments are guided by definite objectives using a variety of methods and procedures, with moderate flexibility in the job. Decisions are always determined by specific instructions and/or existing, well established policies and procedures. Errors in work are primarily detected or prevented through procedural safeguards, standard bookkeeping checks and supervisory review. Undetected errors could result in endangerment to self or others, loss of money to department, and/or inconvenience to other agencies or the public.

#### **IV. PERSONAL WORK RELATIONSHIPS:**

Incumbent maintains frequent contact with co-workers, other County departments, physicians, hospitals, labs, pharmacies, Medicaid, and the public for the purpose of giving and receiving information and instructing others.

Incumbent reports directly to Public Health Nurse RN

#### **V. PHYSICAL EFFORT AND WORK ENVIRONMENT:**

Incumbent performs a majority of duties in a medical setting, involving sitting/walking at will, sitting/standing/walking for long periods, lifting/carrying objects weighing up to 25 pounds, bending/crouching/kneeling/reaching, keyboarding, close and far vision, hearing sounds/communication, speaking clearly, and handling/grasping/fingering objects. Incumbent is exposed to normal health hazards associated with public health nursing for which universal health precautions must be followed to ensure safety of self and others. Incumbent may work with or be exposed to violent/irate individuals. Incumbent occasionally works extended and/or evening hours, and occasionally travels out of town for seminars, but not overnight. Incumbent responds to emergencies on a 24-hour on-call rotation.