

HAYS COUNTY JOB DESCRIPTION

Job Code: 1140
Grade:111
FLSA: Non-Exempt
Safety Sensitive

Prepared By: Human Resources
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LICENSED VOCATIONAL NURSE

Essential functions, as defined under the Americans with Disabilities Act, include the responsibilities, knowledge, skills, and other characteristics listed below. This list of responsibilities is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and tasks performed by positions in this class. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Other duties may be assigned. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Summary

Under administrative supervision, the LVN oversees the daily operations of the medical section of the Juvenile Center by assuring that all juveniles receive adequate medical care in a timely and efficient manner. The work involves treating a variety of problems, questions, or situations in conformance with established procedure, investigation, testing and researching. The LVN also serves as a liaison with contract doctors to assure orders are carried out to the fullest extent. The LVN meets with juveniles at the nurse's station to determine their general needs. This position affects the physical well being of juveniles and staff.

Responsibilities

To perform this job successfully, the LVN must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position. Other duties may be assigned.

- Ensures the Juvenile Center remains in compliance with applicable TJPC Standards.
- Performs nursing functions including conducting physical exams, developmental screening, vision and hearing screening, nutritional assessments, growth measurements, immunizations, and blood work.
- Meets with patients at the nurse's station to determine their general needs.
- Responds to juvenile sick-call requests.
- Evaluates patients and recommends treatment and education.
- Makes referrals to and schedules appointments with contract physicians when necessary.
- Ensures protocols and doctor's orders are carried out in an expedient and clear manner.
- Provides infection control by identifying and reporting potential health risks (e.g. tuberculosis, HIV, hepatitis A, B, or C).
- Provides immunizations as needed and/or mandated.
- Educates patients on matters such as vaccines, immunizations, and side effects.
- Works with the Hays County and Texas Health Departments in treating patients.
- Performs a variety of routine medical test such as blood pressure checks, blood sugar tests and pregnancy tests.
- Counsels and educates juveniles on results.
- Receives laboratory reports and test results and determines follow-up actions based on established protocol.
- Assists in reporting, investigating, and containing communicable disease outbreaks following established protocol.
- Enters patient information in computer and maintains patient medical records.
- Reviews and monitors medical charts for continuity of care.
- Identify and procure basic medical supplies for the Juvenile Center.
- Will serve on-call status for emergency situations.
- Other duties as assigned.

Knowledge Required

The LVN will be required to demonstrate the basic knowledge and skills listed below.

- General knowledge of Hays County Juvenile Center and TJPC regulations, policies, and procedures.
- Professional knowledge of federal, state, and local laws and protocols related to public health.
- Professional knowledge of the methods, principles, and practices of public health nursing.
- Professional knowledge of standardized rules relating to vocational nursing principles, methods and practices.
- Professional knowledge of diseases commonly found in institutions of incarceration.
- Professional knowledge of treatment regimens and methodologies of the contract physicians.
- Professional knowledge of forms and information used in screening and counseling patients.
- Professional knowledge of vocational nursing and interpreting results of tests.

Required Skill

- Professional skill in performing vocational nursing tasks.
- Professional skill in operating tools and equipment used in vocational nursing, including blood pressure monitors, glucose monitors, stethoscopes, thermometers and scales.
- Professional skill in reading and understanding medical records.
- Professional skill in researching and determining likely causes for symptoms discovered in an institution.
- Professional skill in interacting with juveniles and their families on a personal level to assess their individual needs and identify the appropriate treatment.
- Exceptional skill in developing and maintaining effective interpersonal relations.
- Exceptional skill in interacting with individuals from all socio-economic backgrounds.
- Exceptional skill in workload organization to enable all functions to be completed in a timely manner.
- General skill in written communications for administrative and technical purposes.
- General skill in oral communications in one-on-one and group situations.
- General skill in operating standard office equipment, such as personal computers, calculators and telephones.

Education and/or Experience

- Requires education and training necessary for certification/licensure as a Licensed Vocational Nurse.
- Three to five years of experience in institutional health care, public health or related field.

Other Qualifications, Certificates, Licenses, Registrations

- Class C driver's license.
- Ability to obtain certifications in CPR, Texas Health Steps, HIV Counseling, Vision Screening, Scoliosis Screening, and Hearing Screening as necessary.
- Ability to maintain continuing education requirements as an LVN for the State of Texas.
- Must successfully complete all security clearance requirements to include:
 - Criminal Background Investigation (TCIC/NCIC)
 - Sex Offender Registration Database Check
 - Driver's License Check
 - Pre-employment Drug Screen

Supervision

The LVN generally has no supervisory responsibilities. Contract physicians are consulted for deviations to general instructions, problems and unfamiliar situations.

Guidelines

The LVN uses judgment in interpreting and adapting guidelines such as Hays County policy, Juvenile Center policy, state, local and federal regulations, established precedents, and work direction. This employee uses these guidelines for application to specific cases and problems. The LVN must analyze the results and recommend changes. This position must have strong work ethic. The LVN must follow direction, meet deadlines, have good attendance, be punctual, keep promises, be reliable and have a proper attitude.

Emotional Demands

This position must handle a moderate stress level of dealing with normally cooperative employees, the general public, residents and Hays County departments. The LVN meets with contacts in a structured setting at the Hays County Juvenile Center. The contacts are generally cooperative, however, this position may have to persuade, influence, motivate, interrogate or control situations where individuals may be fearful, skeptical, uncooperative or dangerous.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to:

- Stand.
- Walk.
- Sit.
- Use of his/her hands and fingers to handle or feel objects, tools, or controls.
- Reach with hands and arms.
- Climb or balance.
- Stoop, kneel, crouch, or crawl.
- Talk or hear.
- Taste or smell.
- Occasionally lift and/or move objects weighing up to 25 pounds.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.

While performing the duties of this job, the employee regularly works in the LVN's station. The employee performs nursing functions and public health assessments, and is often exposed to health or physical hazards, such as infectious diseases, bodily fluids and needles. The employee may be required to wear protective gear. The work area is adequately lighted, heated and ventilated.

Acknowledgement

I agree that I am able to satisfactorily perform the essential duties listed above with or without an accommodation. I understand the satisfactory performance of the essential duties in this job description is a condition of my employment. I agree to follow the instructions of my supervisor within the constraints of the law and will perform additional duties to the best of my ability when instructed to do so.

I acknowledge the receipt of the current Hays County Personnel Policy Manual, which outlines my privileges and obligations as an employee. I acknowledge that the provisions of the Personnel Policy are terms and conditions of my employment and I agree to abide by them. I accept responsibility for reading and familiarizing myself with the information in the manual. It is understood that any changes to this policy will be communicated to me in writing. I agree to return the manual to my supervisor if I leave the employ of Hays County.

I further understand that my employment is terminable at will so that both Hays County and its employees remain free to choose to end the employment relationship at any time for any reason or no reason.

I fully understand that I may be granted compensation time in lieu of payment of overtime to the extent provided by law. I also understand that my supervisor can instruct me to take compensation time.

Employee Signature

Date

List any and all accommodations that are needed to satisfactorily perform the essential functions of this position:

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