

NOTICE OF JOB OPENING

Andrews County is currently accepting applications to fill a part-time position at the Andrews County Health Department. Applications are available in the office of the County Judge, Human Resource Department and online at www.co.andrews.tx.us and will be accepted **until position is filled**. Please return completed application to the Andrews County Human Resource Office, 201 N. Main Rm 109, Andrews, TX.

According to Andrews County Personnel Policy, the Job Description is posted with this announcement, and is available upon request in the County Judge's Office, Courthouse, Room 104, Andrews County, Texas, 79714.

Applications will be considered regardless of race, creed, sex, national origin, or age in compliance with Federal Regulations. A verification of references will be made as well as a check on Applicants' driving records in order to assure insurance coverage on the individuals. Poor driving records or DWI convictions will eliminate an applicant from consideration for employment.

A physical examination will be arranged and paid for by Andrews County for the prospective employee, which is selected, prior to their acceptance of employment, in order to assure health insurance coverage for the individual. This physical shall include drug testing, as provided by the Personnel Policy

Andrews County Health Department

Classification Title:

Licensed Vocational Nurse

General Description:

The LVN is responsible for performing a wide variety of client care activities, maintaining the clinic with the appropriate supplies, and ensuring efficient operation of the clinical services. The LVN is responsible for assisting with quality assurance activities, especially objective monitoring and evaluation. The LVN is responsible to the Clinic Director.

Working Hours:

28 hours per week. Weekly work after 5:00 PM and occasional weekends is required.

Scope of Responsibilities:

Client Care

- Provides individualized nursing care considering physical, psychological, environmental, spiritual, social, economic, and rehabilitative needs of the client, family and community.
- Adjusts the environment to make it safe for each individual client.
- Safely administers medications and performs treatments.

- Administers immunizations according to the Department of State Health Services Protocols and the Standards of Childhood Immunizations. Performs the immunization program activities necessary to meet annual immunization objectives. Performs vaccine inventory and assists with monthly immunization report. Assists with CASA audits, as needed. Responsible for proper vaccine storage and ordering vaccines and supplies.
- Participate in all components of the immunization program including, but not limited to: program planning and evaluation; vaccine accountability and management; immunization information systems; provider quality assurance; perinatal Hepatitis B prevention; adolescent immunizations; adult immunizations; education, information, training and partnerships; epidemiology and surveillance; population assessment; WIC immunization linkage; and service delivery.
- Keeps complete nursing records.
- Adheres to policy and procedure for universal precautions at all times.
- Initiates health history, vital signs, weight, eliciting chief complaint, documenting findings, and preparing clients for exams.
- Obtains necessary specimens.
- Performs venipuncture, testing urine, hematocrits, hemoglobins, blood sugars, pregnancy tests, and other CLIA approved laboratory procedures.
- Centrifuge and prepare specimens for transfer to other labs.
- Instruct clients in the proper collection and preservation of urine specimens.
- Prepares, labels, and mails all lab specimen containers and reports.
- Keeps necessary calibration for the glucometers.
- Monitors lab results and flags abnormal lab findings for the nurse practitioner, physician assistant or the physician. Documents in client charts.
- Perform TB skin testing and readings.
- Sterilizes instruments.
- Performs respiratory therapy treatments as ordered.
- Maintains pharmaceutical logs and keeps inventory.
- Orders medical supplies.
- Assists with scheduling referral appointments for clients.
- Translates (Spanish-English).
- Maintains necessary information for quarterly and annual reports, objective monitoring and evaluation.
- Assists with case management of primary health care clients.

Client Education:

- Provides health education to clients, family, and the community regarding post-clinic visit home care for the client and/or family, explains procedures and services. Through interview with the client and/or family identifies educational needs and either provides the information or refers the client to the appropriate

provider for the education. Teaches patients self care and provides appropriate literature. Instruct clients on the use of glucometers, diabetes, oral hypoglycemics, and insulin injections. Provide natural family planning information to individuals and groups of clients.

Communication:

- Communicates effectively with clients, families, staff, members of the health care team, and the physicians, other public.
- Clearly communicates the client=s condition and identified health care needs.
- Presents ideas, information, or staff education effectively in staff meetings and/or on an individual basis with co-workers.
- Portrays a positive attitude.
- Cooperates with co-workers by assisting others and/or by accepting guidance from other staff.
- Demonstrates assertiveness skills.

Leadership:

- Participates in staff meetings and in-services.
- Guide, direct, and delegate responsibilities to aides and support staff.

Professional Growth:

- The LVN assumes responsibility for own growth through active planning and participation in ongoing educational programs such as continuing education workshops.
- Participates in educational and/or career development activities such as workshops for personal self-improvement or job-related improvement/ professional development.
- Demonstrates initiative.
- Demonstrates knowledge of job and willingness to apply it.

Referrals

- Screens clients for referral needs and refers clients to appropriate agency for assistance.
- Is aware of community resources and basic qualification criteria (i.e., WIC, food stamps, Medicaid, Emergency food needs, WTO transportation).
- Makes necessary referral appointments.

Quality Assurance

- Participates in quality assurance activities.
- Assists and/or performs data collection activities for all program objectives, and is involved in the evaluation clinic activities related to meeting designated goals and objectives.
- Demonstrates safe working habits and use of safety devices (universal precautions).

Community service

- Participates in community service activities.

Bio-Hazards:

- May come in contact with potentially infectious agents and some waste disposal.

Minimum Education and Experience Requirements**Qualifications:**

- Licensed to practice as a licensed vocational nurse by the Texas Board of Nurse Examiners.
- Preferably experience in primary care and public health.