



Job Title: <u>Health Licensed Vocational Nurse (LVN)</u>		Job Number:
Job Classification: <u>Professional / Technical</u>		7068
Reports to:	Department:	Pay Grade:
Registered Nurse Supervisor and Outreach Supervisor	Public Health	221 Non-Exempt

PRIMARY DUTY: Under basic supervision, provides patient care, intervention, and outreach services to persuade and educate Public Health District (PHD) clients and McLennan County Residents to complete actions required to prevent and mitigate communicable disease.

ESSENTIAL FUNCTIONS: *Essential functions, as defined under the Americans with Disabilities Act, may include any of the following representative duties, knowledge and skills. Factors such as regular attendance at the job are not routinely listed in job descriptions, but are an essential function. Essential duties and responsibilities may include, but are not limited to, the following:*

- It is the responsibility of a License Vocational Nurse, under the supervision of the RN Supervisor and/or Public Health Program Manager to perform routine patient care for PHD clinic patients; observes and assesses patients' conditions and behavior; reviews patients' records and records nursing notes on patient chart; performs a variety of medical tests, patient care treatments and prepares and administers medications; provides information, counseling and medical case management according to specific program and physician guidelines; assists with outreach programs and community education
- Supports the relationship between the City of Waco and the general public by demonstrating courteous and cooperative behavior when interacting with citizens, visitors and City staff; maintains confidentiality of work-related issues and City information; performs other duties as required or assigned.
- Completes investigations, interventions, may require blood draws for communicable disease testing, interviews and assessments of PHD patients; provides ongoing case management services, explains PHD programs and links patients to other social service and health care agencies; persuades and motivates clients to take proper actions; maintains patient records and database; evaluates client progress and lab tests and provides counseling support.
- Assists with community outreach and assistance programs; provides health education to clients and their families, social contacts and the community; documents outreach, intervention and client service delivery.
- Supports the relationship between the City of Waco and the general public by demonstrating courteous and cooperative behavior when interacting with citizens, visitors and City staff; maintains confidentiality of work-related issues and City information; performs other duties as required or assigned.
- Manage inventory of supplies and equipment and performs office duties as needed.
- Must possess a valid Texas Driver's License.
- Driving is essential.

KNOWLEDGE AND SKILLS:

Knowledge:

- City & local policies and procedures.
- Texas Department of State Health Services policies, procedures and regulations governing public health programs.
- Methods, practices and procedures for interviewing and assisting public health clients and community partners.
- Underlying social and physical factors facing client groups and strategies to resolve core issues.
- Modern nursing principles, techniques and procedures for the care of patients.
- Medical terminology, anatomy, physiology and concepts of disease.
- State and federal public health protocols and regulatory standards.

Skill in:

- Performing routine patient care and monitoring health conditions of patients.
- Assessing and evaluating medical and social problems and providing outreach and advocacy services.
- Performing casework services and working effectively with others to manage solutions.
- Monitoring and controlling the confidentiality of Public Health files and reports.
- Utilizing standard personal computer software programs and specialized state and county software.
- Communicating effectively verbally and in writing.

MINIMUM QUALIFICATIONS:

High School education or GED equivalent is required; AND current LVN license in this state, or permit to practice. Public Health experience is preferred.

LICENSE AND CERTIFICATION:

- Must possess a valid Texas Driver's License.
- Professional registration as Licensed Vocational Nurse by the Texas Board of Nursing is required.
- Additional technical certifications in public health are preferred and may be required.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT:

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.

- The physical activities of this position include:
 - Balancing - Maintaining body equilibrium to prevent falling and walking, standing or crouching on narrow, slippery, or erratically moving surfaces.
 - Reaching - Extending hand(s) and arm(s) in any direction.
 - Standing - Particularly for sustained periods of time.
 - Walking - Moving about on foot to accomplish tasks, particularly for long distances or moving from one work site to another.
 - Lifting - Raising objects from a lower to a higher position or moving objects horizontally from position-to-position. This factor is important if it occurs to a considerable degree and requires substantial use of upper extremities and back muscles.
 - Finger Dexterity - Picking, pinching, typing or otherwise working, primarily with fingers rather than with the whole hand as in handling.
 - Grasping - Applying pressure to an object with the fingers and palm.
 - Feeling - Perceiving attributes of objects, such as size, shape, temperature or texture by touching with skin, particularly that of fingertips.
 - Talking - Expressing or exchanging ideas by means of the spoken word. Those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly.
 - Hearing - Perceiving the nature of sounds at normal speaking levels with or without correction. Ability to receive detailed information through oral communication and to make the discriminations in sound.
 - Repetitive motion - Substantial movements (motions) of the wrists, hands and/or fingers.
- The physical requirements of this position:
 - Sedentary work. Exerting up to 10 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time.
- The following personal protective equipment may be required and must be worn when required by the task being performed
 - Gloves, eye protection, face protection, aprons and proper footwear.
- The visual acuity requirements including color, depth perception and field vision:
 - The worker is required to have close visual acuity to perform an activity such as: preparing and analyzing data and figures; transcribing; viewing a computer terminal; extensive reading; visual

inspection; using measurement devices.

- The worker is required to have visual acuity to determine the accuracy, neatness and thoroughness of the work assigned.
- The conditions the worker will be subject to in this position:
 - Work is performed primarily in an office setting or well-lit and temperature-controlled working environment; with some travel from site to site.
 - The worker is subject to hazards including a variety of physical conditions, such as exposure to exposure to blood borne pathogens or exposure to chemicals.

This job description is not intended to be construed as an exhaustive list of responsibilities, duties and skills required. City management has exclusive rights to alter this job description at any time without notice.

Employees will be required to follow any other job related instructions and to perform any other job related duties requested by any person authorized to give instructions or assignments.

This document does not create an employment contract, implied or otherwise, other than an 'at-will' relationship.

Job Description Acknowledgement

I verify that I have received a copy of my job description by the signature below. As an employee of the City of Waco, I understand the duties and responsibilities assigned to me. Furthermore, I understand that the duties listed above are guidelines and will change over time, as necessary. From time to time, I understand that I may be asked to perform duties and handle responsibilities that are not specifically addressed in my job description.

Employee's Signature

Date

Employee's Printed Name

Employee Identification Number