

## **LICENSED VOCATIONAL NURSE I**

### **DEFINITION**

Under general supervision, to perform a variety of health related activities in the provision of basic nursing care; to administer immunizations and vaccinations, hearing and vision screening, basic skin and blood test, and blood pressure monitoring; to assist with activities related to implementation of various health programs. Coordinates client and community services to support goals of the Agency and to do related work as required.

### **DISTINGUISHING CHARACTERISTICS**

The Licensed Vocational Nurse I is the entry level to the Licensed Vocational Nurse class series. Incumbents in the Licensed Vocational Nurse I class do not have the necessary years of experience to qualify as a Licensed Vocational Nurse II class. Incumbents in both the Licensed Vocational Nurse I and II classifications lack the education or license requirements to qualify as either a Registered Nurse or Public Health Nurse. Incumbents perform a variety of clinical and basic nursing duties consistent with their license and experience.

### **REPORTS TO**

Director of Nursing or Public Health Nurse.

### **CLASSIFICATIONS DIRECTLY SUPERVISED**

None.

## **LICENSED VOCATIONAL NURSE I - 2**

### **EXAMPLES OF DUTIES**

Performs, reads, and evaluates skin, hearing, vision, and blood tests.

Performs and evaluates blood pressure readings.

Provides health education sessions.

Administers immunizations.

Participates in health care clinics throughout the County, coordinating them as assigned.

Conducts home health care visits throughout County.

Maintains a current inventory of clinic supplies.

Evaluates medical records and determines the need for patient immunization or vaccination.

Prepares patients for physical examinations.

Weights and measures patients.

Assists with examinations.

Refers clients to other health care providers or County Resources.

Prepares specimens for mailing.

Prepares a variety of statistical reports.

Provides general health information and instruction to individuals and families.

Answers health related questions from the public.

Performs sterilization of equipment.

Maintains safety requirements in a clinical setting.

Learns to investigate and interview patients to determine health needs.

Acts to obtain treatment for ill patients.

Serves as a patient advocate to assist patients with attaining optimal health care.

Learns to coordinate health care between patients and care providers.

Learns to assess, screen, and provide intervention strategies to high-risk individuals and families in clinics and home visits.

Learns to instruct parents on child safety, growth, and development and screen for signs of abuse, poor nutrition and failure to thrive.

## **LICENSED VOCATIONAL NURSE I - 3**

### **Examples of Duties (continued):**

Participates in patient meetings for "special needs" children.

Teaches prenatal care to expectant mothers.

Learns to work with community groups on local health issues.

Participates in family planning and other department programs.

## **TYPICAL PHYSICAL REQUIREMENTS**

Sit for extended periods; frequently stand and walk; normal manual dexterity and eye-hand coordination; lift and move object weighing up to 25 pounds; corrected hearing and vision to normal range; verbal communication; use of office equipment including computers, telephones, calculators, copiers, and FAX.

### **TYPICAL WORKING CONDITIONS**

Work is usually performed in an office or clinic environment; exposure to communicable diseases; continuous contact with staff and the public.

### **DESIRABLE QUALIFICATIONS**

#### **Knowledge of:**

Principles, methods, and procedures of general nursing and public health nursing. Causes, means of transmission, and methods of controlling communicable diseases. Disease processes and the mechanisms to prevent and control them. Health problems and requirements of infant, children, adolescent, and adult clients. State laws relating to reporting Child/Adult abuse.

#### **Ability to:**

Communicate effectively orally and in writing. Follow oral and written instructions. Assess the physical condition of patients. Maintain confidentiality of material.

### **LICENSED VOCATIONAL NURSE I - 4**

#### **Ability to (continued):**

Interview patients and families to gather medical history. Counsel clients and make referrals to community resources. Draw blood samples for laboratory testing. Administer immunizations. Work responsibly with physicians and other members of the medical team. Effectively represent the Health Department in contacts with the public, community organizations, and other government agencies. Establish and maintain cooperative working relationships with patients and others.

#### **Training and Experience:**

#### **Required qualifications for this position:**

Prior general nursing experience or at least one year of experience as a Certified Nurse's Aide or Medical Assistant.

Completion of nursing studies and curriculum sufficient to obtain requisite licenses from the State of California.

**Special Requirements:**

Possession of a valid license as a Licensed Vocational Nurse issued by the California Board of Nursing.

Possession of a valid California Driver's License.

All County of Plumas employees are designated Disaster Service Workers through State law (California Government Code Section 3100-3109). Employment with Plumas County requires the affirmation of a loyalty oath to this effect. Employees are required to complete all Disaster Service Work related training as assigned, and to return to work as ordered in the event of an emergency.