

NORTHERN KENTUCKY INDEPENDENT DISTRICT HEALTH DEPARTMENT
JOB POSTING

OCTOBER 5, 2017

CLINIC LICENSED PRACTICAL NURSES (CLINIC LPNs) [Code: HCLPNz]

The Clinical Services Division is accepting applications for Clinic Licensed Practical Nurses (LPNs) to work in a clinic setting under the direction of an RN or higher authority to deliver public health nursing services essential for promoting and protecting the safety and health of the Northern Kentucky community. We are accepting applications for both part time (22.5 hours/week) and full-time (40 hours/week) positions at all locations (Covington, Florence, Newport, and Williamstown).

Status: Part-time and full-time non-exempt (hourly pay) merit system positions
Classification: Clinic Licensed Practical Nurse (Clinic LPN)
Band: 4
Pay Rate: \$14.27 - \$19.76/hour (commensurate with ability to perform)
Reports to: Clinic Supervisor

PAGE 1 of 2

Essential functions will include, but are not limited to:

- **Performs public health services for assigned program(s) in an onsite or offsite clinic setting.** (Performs health screenings by interview and/or physical examination. Obtains vital signs and measurements. Provides one on one or group client education. Applies dental varnishes. Provides immunizations. Administers or delivers medications. Performs lab procedures. Provides referrals, follow-up and outreach. Determines WIC eligibility. Issues WIC benefits.)
- **Assists providers.** (Sets up and maintains clinic rooms. Assists providers with service provision. Provides pre- and post-test counseling.)
- **Maintains records.** (Maintains client charts. Documents activities using appropriate forms. Enters data into database(s).)
- **Maintains clinic supply.** (Maintains list of clinic supplies on hand. Orders new supplies. Organizes supply area(s). Assembles packets for designated program(s).)
- **Assists with community outreach activities as assigned.** (Attends health fairs and community education programs. Assists with offsite clinics including but not limited to immunizations, family planning, Humana Vitality etc.)
- **Assists with case management.** (Enters case information data into database(s). Follows up with clients to determine level of compliance with established plan of care. Recommends changes to case manager and/or supervisor.)
- **Completes special projects.** (Responds to public health emergencies as assigned. Completes other special projects.)
- **Performs other duties.** (Attends work as scheduled or uses approved leave. Collaborates in and contributes to individual, team, and/or organizational quality improvement and evaluation activities. Participates in internal and external meetings. Serves on internal and external committees. Completes timecard. Completes travel reports. Completes required training. Completes other assigned reports. Attends work as scheduled or uses annual leave.)

Minimum Qualifications:

Valid, Active Driver's License, license to work as an LPN in KY, and Diploma from school of practical nursing.

Attainment of CPR certification is required within one year of appointment date and must be maintained throughout incumbency.

Desired Qualifications:

Same as above plus prior public health experience and/or bilingual English/Spanish.

To Apply:

Apply through CareerBuilder only (www.careerbuilder.com).

For immediate consideration apply by 10/13/2017.

Applications will be accepted as long as the position is posted on CareerBuilder.

Please reference code HCLPNz on any attachments or correspondence. No phone calls, paper applications, or paper resumes please. Selection will be made by interview(s), and/or review of submitted documentation, which must indicate that applicant meets minimum qualifications. Criminal background check and drug screen will be required. Failure to meet any of the selection criteria shall disqualify an applicant.

NKIDHD Human Resources – HCLPNz

web: WWW.NKYHEALTH.ORG

EEO/M/F/Vets/Disabled/H