

NORTHERN KENTUCKY HEALTH DEPARTMENT
JOB POSTING

AUGUST 24, 2020

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

Do you want to make your community a better place to live by preventing disease, promoting wellness and protecting against health threats? Are you excited about being part of a team focused on making a difference? Does work/life balance appeal to you? If you answered YES, then it may be time for you to find the job you love right here at NKY Health. 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). We could be waiting for YOU!

<u>Status:</u>	Part-time and full-time non-exempt (hourly pay) merit system positions
<u>Classification:</u>	Clinic Licensed Practical Nurse (Clinic LPN)
<u>Band:</u>	4
<u>Starting Pay Rate:</u>	\$14.27 - \$17.02/hour (based on your years of directly related paid experience)
<u>Reports To:</u>	Clinic Supervisor or Clinic Manager

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Essential functions include, but are not limited to:

- 1. 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.)
- 2. Assists providers.** (Sets up and maintains clinic rooms. Assists providers with service provision. Provides pre- and post-test counseling.)
- 3. Maintains records.** (Maintains client charts. Documents activities using appropriate forms. Enters data into database(s).)
- 4. Maintains clinic supply.** (Maintains list of clinic supplies on hand. Orders new supplies. Organizes supply area(s). Assembles packets for designated program(s).)
- 5. 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.)
- 6. 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.)
- 7. Completes special projects.** (Responds to public health emergencies as assigned. Completes other special projects.)
- 8. 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:

Please submit applications through CareerBuilder ONLY (www.careerbuilder.com).

We're sorry but to be fair we have to discard paper applications, faxed applications, and e-mailed applications without considering them.

For immediate consideration apply by 9/1/2020.

If you'd like to wait, we'll accept your application as long as the position is posted on CareerBuilder.

Please reference code HCLPN 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, license verification, and drug screen will be required. Failure to meet any of the selection criteria shall disqualify an applicant.

Northern Kentucky Health Department Human Resources – HCLPN

**Please visit our website at www.nkyhealth.org to
view other opportunities to join our family.**

EEO/M/F/Vets/Disabled/H