LPN

Summary:

Under direct supervision performs nursing activities within the scope permitted by law and for which educationally prepared to a diverse population of clients of the public health department.

Essential Duties and Responsibilities:

Answers phones, assisting clients and answering questions as appropriate. Directs calls to other staff and takes messages as necessary.

Receives and welcomes visitors. Provides appropriate verbal or oral information to clients in need.

Assist clients by making referrals in accepting responsibility for their own life-style and promote their own health.

Confers with a variety of sources to gather information related to various assignments.

Prepares billing for various programs as appropriate.

Types correspondence, reports, records, and other forms. Prepares and types standard follow-up letters and form letters.

Performs office functions as appropriate and data entry as needed

Administer and coordinate client schedules.

Recognizes and interprets symptoms of clients and reports to appropriate people. Receives and initiates referrals for additional or continuous health or social services.

Assists clients with special needs or care problems in areas such as prenatal care, postpartum care, contraceptive choice, preschool care, childcare, geriatric care, and infectious disease.

Prepares clients for and provides special services.

Communicates effectively with clients verbally to assess symptoms and needs. Uses clear and concise written communication for follow-up activities and reporting.

Prepares and maintains clinic area for client operations.

Provides professional nursing care according to physicians' orders and/or in conformance with recognized nursing techniques and procedures. Follows and recommends improvements on the established standards and administrative policies of the health department.

Recognizes and interprets symptoms of clients and reports to appropriate people. Receives and initiates referrals and additional or continuous health or social services.

Understands and communicates to clients the basics of investigation and control of communicable disease.

Gathers appropriate data from clients and prepares reports as necessary.

Oversees clinic supplies and equipment and alerts supervisor to equipment repair and needs.

Meet and maintain OSHA standards.

Provide services to clients in clinics or in non-clinic settings.

Maintain client and department confidentiality

Maintains clinical charts, records, and reports on condition of patients.

Assist manager with special projects and assignments as to meet the goals of the public health programs as required by grants.

Assist with quality assurance activities of the health department as required by grants.

Supervisory Responsibilities: None

Qualification & Requirements:

Education: Graduate from an approved LPN program

Current Illinois Licensed Practical Nurse License

Valid drivers license where travel is required

Necessary Skills:

Basic computers skills including Word Processing and Data Entry

Working knowledge of professional nursing theory and practice

Attention to detail and the ability to follow written and oral directions.

Ability to keep records accurately and make charts, reports, and observations.

Ability to work with a diverse population of clients, family members, medical professionals, and co-workers.

Familiarity with the medical-legal aspects of public health nursing.

Basic knowledge of organization, content and goals of the public health program.

Physical Demands:

Must be able to lift or move 40 pounds occasionally.

Repetitive motion of the hands

Tolerate noisy environment