

**Job Description: LICENSED VOCATIONAL NURSE**  
**(HEALTH DEPARTMENT)**

**CLASS NO.** 2703

**EEOC CATEGORY:** Professionals

**PAY GROUP:** 17

**FLSA:** Nonexempt

**SUMMARY OF POSITION**

Performs professional nursing work, including child and adult immunizations, updating old records, maintaining immunization schedules, S.T.D testing and treatment, family planning, opening records on new patients, T.b. treatment, and counseling patients on a variety of topics.

**ORGANIZATIONAL RELATIONSHIPS**

1. Reports to: County Health Nurse
2. Directs: This is a non-supervisory position.
3. Other: Has contact with Texas Department of Health representatives, doctors, other health care facilities, patients, and the general public.

**EXAMPLES OF WORK**

Essential Duties\*

Administers immunizations to children and adults and keep accurate records;

Maintains accurate immunization records, including opening records on new patients, updating old records, maintaining immunization schedules, and notifying patients whose children are delinquent in immunizations;

Maintains and updates patient files;

Assist in Family Planning Clinics;

Prepares and mails samples and specimens to appropriate state lab facility;

Maintains ongoing inventory of immunization vaccines, STD medications, and Tb medications, also receives vaccines from and mails to appropriate facilities;

Treatment of Tuberculosis and accurate charting on each client;

S.T.D. testing, treatment and counseling of clients;

\*for the purpose of compliance with the Americans with Disabilities Act (ADA)  
This job description does not take into account potential reasonable accommodations.  
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## **CLASS NO. 2703 (Continued)**

Provides information and counsels patients on a variety of health-related topics;

Sets up, maintains, and updates patient fields and records in accordance with the Texas Department of Health guidelines;

Conducts follow-ups and referrals for clients as appropriate;

Answers the telephone, responds to inquiries, refers callers, and takes messages as appropriate; and

Attends meetings as required;

Input patient data in Amazing Charts; charting on patients in Amazing Charts; make appointments; reschedule appointments; cancel appointments; make follow-up appointments; filing charts; assist N.P. with Jail visits; assist N.P. with clients in Wellness Center (i.e. blood pressures, temperatures, pulse, weight, immunizations).

### Other Important Duties\*

Cross trains for computer clerk position; and

Performs such other related duties as may be assigned.

## **REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES**

*Knowledge of:* professional nursing techniques and procedures; and Texas Department of Health record retention policies.

*Skill/Ability to:* deal with patients in a non-judgmental and empathetic manner; demonstrate proficiency in both oral and written communication; understand and follow written and oral instructions; work independently; analyze and interpret medical data; maintain complete accurate records as required; establish and maintain effective working relationships with patients, medical staff, Texas Department of Health representatives, doctors, other health care facilities, and the general public; and maintain appropriate necessary certifications.

## **ACCEPTABLE TRAINING AND EXPERIENCE**

Graduation from an accredited school of nursing, plus at least two years of experience as a practicing nurse;

*or* any equivalent combination of experience and training which provides the required knowledge, skills, and abilities.

## **CERTIFICATES AND LICENSES REQUIRED**

Licensed by the State Board of Nurse Examiners for Texas.

This job description does not take into account potential reasonable accommodations.

8/2012

Chambers County