

BROADWATER COUNTY Job Description

CLASS TITLE: Licensed Practical Nurse (LPN)

DEPARTMENT: Public Health

ACCOUNTABLE TO: Public Health Nurse

PRIMARY OBJECTIVE OF POSITION: Under general supervision, performs duties and responsibilities assisting with general public health nurse duties including administration of immunization services to all ages, emergency preparedness planning, and communicable disease surveillance including investigation; COVID-19 investigation, contact tracing and giving the vaccination. Work varies utilizing individual judgment within prescribed standards and procedures.

ESSENTIAL JOB FUNCTIONS:

- Physical requirements are limited and may include prolonged sitting, standing, walking, stooping, kneeling, crawling, and lifting up to 35#’s (greater with assistance);
- Traveling may be required where exposure to inclement weather of heat, cold, rain, and snow may occur; Must be able to get in and out of a vehicle;
- May be exposed to infectious and contagious diseases;
- Must possess a current License as a Registered Nurse or Licensed Practical Nurse with the Montana State Board of Nursing, CPR Certification, and complete any continuing education requirements throughout employment;
- Must possess a valid Montana Operator’s License.

MAJOR AREAS OF ACCOUNTABILITY AND PERFORMANCE:

- Administering and monitoring community health, informing and educating the public, enforcing health laws and regulations, making referrals to appropriate health services, and implementing and maintaining grant programs such as the Immunization Program;
- Adheres to Montana State Board of Nursing Regulations and Broadwater County Health Services Policies and Procedures;
- Completes tasks for day to day office operation, including scheduling appointments, ordering supplies, giving all required and recommended vaccines, nail care and scheduling and administering off site vaccination clinics, answering patient phone calls;
- Assists Health Nurse with monthly expenditure reports;
- Performs specific duties that include immunization assessments, blood pressure screenings, disease surveillance and investigation, school and day care records assessments, community education activities and presentations, and emergency preparedness planning;

CLASS TITLE: Licensed Practical Nurse – LPN (Continued)

- Compiles various records, reports, and summaries; tabulates simple data, and prepares monthly reports;
- Other duties include nail care and skilled nursing home visits.
- Contact with the public and fellow employees is extensive where confidentiality is essential adhering to current HIPPA regulations;

SUPERVISION - RESPONSIBILITY FOR WORK OF OTHERS: None

EDUCATION, TRAINING, AND EXPERIENCE REQUIREMENTS:

- Possesses a Degree in Nursing from an Accredited University and possesses a current Montana State License as an LPN;
- One (1) year of experience as a Nurse with competency in word processing programs such as Microsoft Word and Excel;
- CPR certification;
- Possesses a valid Montana Operator's License.

EXAMPLE OF PERFORMANCE CRITERIA AND EXPECTATIONS:

- Establishes and maintain effective working relationship with fellow employees, superiors, and the public;
- Clients are treated with courtesy, compassion, understanding, and dignity;
- Follows Physicians Orders, administers prescribed medications, assesses patients' vital signs and maintains patient medical records;
- Possesses the ability to work effectively and independently in a constant changing environment;
- Performs such other duties and assignments as directed.

Reasonable accommodations may be made to enable individuals with disabilities to perform any non-essential job function.

Written 8-22-2016

Updated 5-10-2021