

Classification Title: Licensed Practical Nurse

FLSA Status: Non-Exempt

BRIEF DESCRIPTION: Provides screening and intake services for clients, including medical histories. Assesses needs and provides education services for patients in need of services such as pre-natal, infant and children, women's health and communicable disease. Administers immunizations and other injections, tests for communicable disease, documents findings and maintains data. May provide dental varnishing and vision and hearing screening.

ESSENTIAL FUNCTIONS:

This information is intended to be descriptive of the key responsibilities of the position. The following examples do not identify all duties performed by any single incumbent.

S Sedentary	L Light	M Medium	H Heavy	V Very Heavy
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

#	Code	Essential Functions
1	L	Screens and triages clients for services in a clinical or school setting. Obtains vital signs such as blood pressure, height, weight and temperature, discusses current medications and medical histories and determines need for lab and clinic services.
2	L	Provides educational materials and counseling on communicable disease, diet and nutrition, medication, and general health care.
3	L	Administers immunizations in accordance with regulatory guidelines. Obtains previous immunization information and schedules immunization follow up visits. Documents all visits.
4	L	Assists medical personnel with clinical preparation duties, exams, treatment procedures or obtaining additional outside information such as agency or physician referrals.
5	S	Ensures that clinics are stocked and supplied with materials. Sets up equipment and supplies.

CLASSIFICATION REQUIREMENTS:

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Education	Completion of an accredited Licensed Practical Nurse or Licensed Vocational Nurse program.
Experience	One year experience as an LPN.

CLASSIFICATION REQUIREMENTS	
Equivalent Education & Experience Accepted?	Yes
Certification and Other Requirements	Valid driver's license may be required. Eligibility for licensure to practice as a Licensed Practical Nurse as issued by the North Carolina Board of Nursing.
Reading	Intermediate
Math	Intermediate
Writing	Intermediate
Managerial	Receives General Direction.
Budget Responsibility	Has no budget responsibility.
Supervisory / Organizational Control	Work requires the occasional direction of helpers, assistants, seasonal employees, interns, volunteers or temporary employees.
Interpersonal / Human Relations Skills	Work requires frequent and regular contact with others in a direct reporting relationship as well as others outside of a direct reporting relationship. The purpose of the contact is to address specific issues and/or general policies. Contact may involve support of controversial positions or the negotiation of sensitive issues. Evaluates customer satisfaction, develops cooperative associations and relationships, and utilizes resources to continuously improve external customer relations and satisfaction. Makes presentations and answers questions with regard to presentation materials and findings.

OVERALL PHYSICAL STRENGTH DEMANDS:

Sedentary	Light	X Medium	Heavy	Very Heavy
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

MACHINES, TOOLS, EQUIPMENT, AND WORK AIDS:

Nursing and first aid equipment, computers, printers and related software

PRIMARY WORK LOCATION	
Office Environment	Shop
X Clinic	Vehicle
Recreation Centers/Neighborhood Centers	Warehouse
Outdoors (see 1 below)	X Other (see 2 below)

- (1)
- (2) Community settings.

PROTECTIVE EQUIPMENT REQUIRED:

Personal protective equipment