

OKLAHOMA CITY-COUNTY HEALTH DEPARTMENT
NOTICE OF VACANCY



PN# 5015

TITLE: LICENSED PRACTICAL NURSE-1 (TB CONTROL)
HIRE IN SALARY: \$2,360.00 MONTHLY
DIVISION: COMMUNITY SERVICES DIVISION

SUMMARY: This position is located in the TB Control Clinic of the Community Services Division with the Oklahoma City-County Health Department. The incumbent may function in a clinic setting, or may perform the duties of the job in various off-site locations. The employee performs professional nursing services under the direction of a Registered Nurse. Duties include performing contact investigations, providing DOT, taking x-rays, working in the lab, giving/placing skin tests and drawing blood, some of these tasks, on occasion, will need to be performed out in the field. In addition, at the direction of OCCHD Director or designee, the incumbent will be assigned a variety of specific job duties and responsibilities as a member of the OCCHD Emergency Response Program Team (i.e. Bioterrorism Response Program). Also, as a member of the Emergency Response Program Team, the employee is required to complete all necessary emergency responder training and may be designated as a member of the first-responder team. Essential functions of the job include: performing physical or developmental examinations; collecting client specimens; following guidelines for contact investigations; conducting client interviews; communicating findings to the TB Case Manager; coordinating TB evaluations of persons exposed to TB; maintaining data collection and assisting in reporting staff and OSDH personnel, the outcomes of investigations; performing a variety of field/clinic duties; providing DOT; giving/placing skin tests; taking x-rays; conversing with various persons to give or receive information, or to give instructions; driving to off-site locations for client visits; administering medications and/or immunizations; performing venipuncture and recording information.

QUALIFICATIONS/REQUIREMENTS:

- High School diploma or GED required.
- Two year's experience as an LPN
- Current Oklahoma LPN License required.
- Skill in communicating verbally and in writing using tact and diplomacy.
- Skill in obtaining and recording information accurately.
- Skill in working with people from a variety of socio-economic backgrounds.
- Skill in performing physical examinations.
- Knowledge of and ability to follow safe working procedures and practices.
- Ability and willingness to develop and maintain effective working relationships.
- Ability and willingness to assume responsibility for work product.
- Ability and willingness to follow established policies, procedures, guidelines, and orders.
- Valid Oklahoma Drivers License Required.

NOTE: DRIVING IS A CONDITION OF EMPLOYMENT

NOTE: Must have an operating vehicle on the premises for daily use.

NOTE: Will be required to wear a HEPA Filter Mask as condition of employment
(only limited facial hair is allowed in wearing the mask).

NOTE: May be required to take the smallpox vaccination, and other vaccinations or inoculations,
as a member of the first-responder team.

PROCEDURES FOR APPLYING: Interest applicants should submit a resume, cover letter and copy of LPN License to Human Resources, Oklahoma City-County Health Department, 921 NE 23rd Street, Oklahoma City, OK 73105, postmarked by **May 16, 2008**.

OPENING DATE: 06/02/08
CLOSING DATE: open until filled

JOB LINE: 405-425-4309

WEBSITE: www.occhd.org

AA/EOE