



County of Siskiyou Licensed Vocational Nurse III

CLASS CODE	4970	SALARY	\$31.28 - \$39.94 Hourly \$2,502.40 - \$3,195.20 Biweekly \$5,421.87 - \$6,922.93 Monthly \$65,062.40 - \$83,075.20 Annually
BARGAINING UNIT	Professional	ESTABLISHED DATE	January 13, 2025
REVISION DATE	January 13, 2025		

Description

The County of Siskiyou is an Affirmative Action/Equal Opportunity Employer.

We welcome applicants of any race, religion, or ancestry.

For exact salary information please refer to the current salary schedule, [County website](#)

Under general supervision provides nursing services in a public health setting including the prevention and control of diseases, health education; promotes community awareness of health and wellness issues, including the prevention and control of communicable disease. Conducts a variety of public health nursing clinics and services, works in coordination with other professional nursing and support staff. This is a flexibly staffed classification within the Licensed Vocational Nurse series.

Distinguishing Characteristics

This is a tertiary level licensed vocational nurse position. Incumbents must possess a requisite vocational nurse license without any probationary holds. This class is distinguished from the public health nurse series in that The Public Health Nurse I/II's also have responsibility for performing more independently a larger scope of public health nursing duties and activities. Additionally, the public health nurse class series requires a registered nurse license. This is a flexibly staffed classification within the Licensed Vocational Nurse series.

Reports to

Director of Public Health Division, Deputy Director of Public Health Education, Deputy Director of Public Health Division-, Supervising Public Health Nurse

Classifications Supervised

No direct supervision of staff is exercised. May provide leadership and/or direction to staff as assigned.

Examples of Duties

Example of Duties

The following is used as a partial description and is not restrictive as to duties required:

- Learns to plan, organize, and provide public health services, health instruction regarding disease control, immunizations, health awareness, and health maintenance.
- Learns the policies and procedures for specialized programs including, but not limited to, the California Children Services program, Communicable Disease Program, Immunization Program, etc.

- Investigates outbreaks of communicable diseases, provides relevant health education for individuals, and reports communicable disease information to appropriate reporting agency.
- Follows procedures to control the spread of communicable diseases and identify individuals needing public health services; provides interpretations of public health laws and regulations for others; evaluates individuals and families, using health histories, observations of physical condition, and a variety of evaluative methods to identify health problems, health deficiencies, and health service needs and reports to appropriate nursing supervisor.
- May identify psych/social, cultural background, and environmental disease factors that may hinder health care services.
- Learns to plan and perform epidemiological investigations with oversight from Registered Nursing staff in homes, schools, community, and public health clinics.
- Prepares appropriate health records and arranges follow-up services based on findings; confers with physicians, nursing staff and other personnel regarding public health programs, patient reports, and evaluations.
- Participates in programs to enhance school children's health, works with community groups to identify needs, and facilitates a variety of health services.
- Refers individuals and families to appropriate agencies and clinics for health services, participates in programs to enhance community health services and education; attends conferences and workshops related to community health issues; assists with the preparation of program and service policies and procedures; may prepare reports and maintain records.
- Must possess the ability to perform immunizations for clients of all ages.
- Investigates outbreaks of communicable diseases, provides relevant health education for individuals, and reports communicable disease information to appropriate reporting agency.
- Prepares appropriate health records and arranges follow-up services based on findings; confers with physicians, nursing staff and other personnel regarding public health programs, patient reports and evaluations.
- Evaluates client's immunization history and possible contraindications to receiving vaccine(s). Accurately documents immunizations administered.
- Provides accurate vaccine educational information to clients and families pertinent to specific vaccines, education regarding vaccination aftercare, and how clients should respond/report potential adverse reactions.
- Must have knowledge of vaccine safety and storage requirements.
- Works as a Licensed Vocational Nurse (LVN) in the Skilled Professional Medical Personnel (SPMP) capacity and within the California LVN scope and standards of practice.
- Provides leadership and work direction for designated staff as assigned.
- Attends training sessions, meetings, conferences, etc., to enhance job knowledge and skills. Performs various office/administrative duties as necessary, including preparing comprehensive reports and correspondence, compiling and analyzing statistical data for reports, attending and conducting meetings, procuring supplies, maintaining files, etc. programs, patient reports and evaluations.

Knowledge of:

- Principles, methods, practices, and current trends of general nursing principles, methods, and procedures.
- Personal computers and software applications related to administrative work.
- Community resources and demography influencing public health nursing services.
- Federal, State, local laws and regulations governing communicable diseases.
- Current immunization practices.

- Environmental, sociological, and psychological problems related to public health nursing programs and services.
- Causes, means of transmission, and control of communicable diseases.
- Child growth and development.
- Unique psycho/social and cultural issues encountered in a rural health program.
- Principles of health education.
- Principles of confidentiality issues including HIPAA regulations.
- Knowledge of diversity, equity and inclusion of all community members seeking services.

Desired Skills:

- Ability to follow oral and written instructions.
- Administer immunizations to all age groups.
- Advise clients regarding potential vaccine side effects and after care.
- Report vaccine side effects to national adverse event reporting system (VAERS).
- Ability to work independently and effectively under pressure.
- Develop and maintain public relations with clients, staff, community groups and other government organizations.
- Provide health education information to clients and other health care professionals in the prevention and control of diseases.
- Effectively communicate both orally and in writing.
- Use a computer and software for word processing and administrative support work.
- Develop and maintain health records and prepare clear and concise reports.
- Deal tactfully and courteously with the public, community organizations, and other staff when explaining public health issues and providing public health services.
- Establish and maintain cooperative working relationships.

Typical Qualifications

Training and Experience:

Any combination of training or experience that would provide the knowledge and skills to successfully perform the listed duties is qualifying. A typical way, but not required to obtain the required knowledge and skills would be:

- Graduation from an accredited college with completion of an approved licensed vocational nursing (LVN/LPN) program .
- Five or more years of experience with 2 of the five years in a Public health Department.
- Possesses experience-administering immunizations to all age groups.
- Other combinations of education and experience may be considered.

Special Requirements

- Possession of a valid, active license as a Licensed Vocational Nurse issued by the California Board of Vocational & Psychiatric Technicians (BVNPT), without any probationary holds.
- Possession of a valid California Driver's License.
- Current CPR card or ability to obtain within 3 months of employment.

Supplemental Information

Typical Physical Requirements

Sit and stand for extended periods; normal manual dexterity and eye-hand coordination; lift and move objects

weighing up to 50 lbs., corrected hearing and vision to normal range; verbal communication; use medical and office equipment, including computer, telephone, calculator, copiers, and FAX.

Typical Working Conditions

Work is performed in community, clinic, office, and residential (home) environments; work environment may contribute to exposure to communicable diseases and blood borne pathogens through contact with other staff and the public. Incumbents are expected to follow universal precautions. Incumbents may be required to drive in remote areas of the county in all weather conditions.