

POSITION: LICENSED PRACTICAL NURSE – ADDAPT

Posting # 993350-0417ksa

UTAH COUNTY OFFICE OF HUMAN RESOURCES MANAGEMENT, 100 East Center, Suite 3800, Provo, UT 84606
Phone: (801) 851-8158 ♦ Fax: (801) 851-8166 ♦ Email: humanresources@UtahCounty.gov ♦ <http://www.utahcounty.gov/jobs>

Due to the volume of applications received, we are unable to provide information on application status by phone or e-mail. All qualified applicants will be considered, but may not necessarily receive an interview. Selected applicants will be contacted by the hiring agency for next steps in the selection process. Applicants who are not selected will not receive notification.

JOB ANNOUNCEMENT

POSITION IS BASED UPON GRANT FUNDING

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REQUIRED ATTACHMENTS TO APPLICATION:

- College transcripts and/or diploma if related to position - internet printouts & photocopies are acceptable
- Required licensure

STARTING SALARY: Step 25 – Step 31 \$16.54 - \$19.00 hour, \$1,323 - \$1,520 bi-weekly

Salary will be determined upon experience and or education

Plus benefits package - Step increase available after completing probation and annually thereafter.

OPENING DATE: April 28, 2017

CLOSING DATE: *Open Until Filled

***All applications received by May 5, 2017** will be screened by the HR Office.

Those applicants meeting the specified qualifications and additional screening criteria will be referred for a hiring interview. The Human Resources Office will continue to consider qualified candidates as needed until the position is filled.

The eligibility list created by this posting may be used to fill current full or part time vacancies and full or part time vacancies and grant funded vacancies that occur within the next two (2) months
For additional information see the job description at - <http://www.utahcounty.gov/jobs>

JOB SUMMARY:

Under supervision of a registered nurse or medical doctor, provide direct and indirect patient care in accordance with the Nurse Practice Act, professional standards of care, state regulations and accreditation standards, and the department's philosophy, policies, and procedures. This position is responsible to assist medical and clinical staff in medication management, treatment, care and evaluation of clients.

DUTIES INCLUDE:

Provide medication management for the residential client under the direction of the registered nurse or medical doctor. Take medication refill requests; follow through to ensure medication is authorized to be refilled and is charted properly.

Consult with pharmacies regarding the Medication Assistance Treatment (MAT) Program. Coordinate medication pre-authorization requests with the client and various pharmacies.

Manage schedule for assigned medical doctor. Receive, interpret, and implement physician direction.

Receive and screen client questions regarding health issues. Ask pertinent questions and relay gathered information to RN or doctor.

Take vital signs to include blood pressure, temperature, and weight.

Give injections.

Ensure clients' Electronic Health Record (EHR) are kept current.

Work with insurance companies to coordinate approvals.

Assist in ensuring medication room is clean, safe, and hazard-free.

Assess and report emergency and crisis situations to RN or medical doctor; provide emergency resuscitation and treatment to clients when necessary.

Provide general health and nursing care to clients; provide instruction in life skills, hygiene, healthy sexuality.

Participate as a team member in clinical activities and provide input via reporting observations, concerns and asking appropriate questions.

Perform a variety of office responsibilities: answer phones, take messages and perform triage within scope of license in an accurate and timely manner.

EVALUATION AND SELECTION FACTORS INCLUDE:

Knowledge of safety procedures related to medication administration and side effects of various medications

Knowledge of client counseling processes, techniques, and methods

Knowledge of substance abuse treatment facility programs and procedures

Skilled in CPR and basic first aid

Skilled in taking vitals

Skilled in venipuncture

Ability to express observations both in oral and written terms and exercise judgment in amount and kind of information passed on to other personnel

Ability to make accurate notations and changes in client charts

Ability to recognize toxic, allergic reactions and drug interaction

Ability to perform under adverse crisis situations

Ability to develop and maintain cooperative working relationships

REQUIREMENTS FOR EMPLOYMENT:

Applicants receiving a conditional offer of employment will be required to submit to a pre-employment drug screen and additional background checks as required.

1. Graduation from an accredited nursing program with certification as a Licensed Practical Nurse.
2. Preference may be given to applicants with experience in a mental health, corrections, or substance abuse treatment setting.

LICENSURE/CERTIFICATIONS:

1. Applicant must possess current licensure as a Licensed Practical Nurse (LPN) in the State of Utah.
2. Applicant must possess a valid driver's license and obtain a valid State of Utah driver's license within 60 days of employment.

EXAMINATION/SELECTION PROCESS: Individuals interested in the position must submit an official Utah County Government application and required attachments to the Utah County Office of Human Resource Management, 100 East Center, Suite 3800, Provo, UT 84606, by 5:00 PM on the closing date. **NO POSTMARKS OR RESUMES.** Additional information will not be accepted after the closing date. The Human Resource Department will screen the applications for minimum qualifications. The selection process will consist of a hiring interview, and may include any one, or a combination, of the following examinations: application and/or supplemental review/rating, written examination, performance test and/or oral examination. The Human Resource Department reserves the right to call only the most qualified applicants to any of the examinations.