

UTAH COUNTY JOB DESCRIPTION

CLASS TITLE: LICENSED PRACTICAL NURSE - CJC

CLASS CODE: 3357

FLSA STATUS: NON-EXEMPT

SUPERVISORY STATUS: NONE

EFFECTIVE DATE: 3/04/2015

DEPARTMENT: CHILDREN'S JUSTICE CENTER

JOB SUMMARY

Under direction of the Nurse Practitioner, provides specialized medical assistance as a Licensed Practical Nurse at the Children's Justice Center.

ESSENTIAL FUNCTIONS

Provides medical assistance to the CJC Nurse Practitioner during forensic child abuse examinations. Assists in keeping child calm and comfortable.

Observes child for signs of distress, mental illness or possible crisis situations; communicates signs and concerns to Nurse Practitioner.

Uses knowledge of developmental care and evidence collection protocols to ensure forensically and medically sound, age-appropriate examination and crisis intervention.

Maintains chain of evidence by correctly labeling lab work, storing it in the proper environment, and by delivering it to lab services on the day the specimen was obtained.

Performs pregnancy testing and referrals as needed. Performs venipunctures as needed.

Participates in multi-disciplinary team reviews of child abuse cases. Attends monthly Multi-disciplinary Team case and peer review meetings.

Assists custodial caregiver with registration paperwork and explains the billing process for the Children's Justice Center and for the medical center's lab services. Prepares registration forms and other paperwork for medical billing.

Facilitates communication and working relationships with local, state and out-of-state law enforcement agencies while obtaining assigned case numbers and/or other needed information.

Collects and enters data into the Attorney General's data base; submits monthly, quarterly and year end medical statistical reports for the CJC in a timely manner.

Monitors and controls inventory, performs price comparisons, and communicates with vendors.

Maintains daily log of equipment and assures a clean environment.

Maintains adequate supplies in medical examination room and maintains emergency medical supplies.

Records refrigerator temperature once a day to ensure biological safety.

Records all procedures according to established protocol.

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KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

Biologicals and their interactions.

A broad base of nursing practices and procedures including child abuse, especially sexual abuse.

Physical signs of sexual abuse.

Psychological and sociological issues and behaviors related to child sexual abuse.

Skill in:

Inventory control and supply ordering.

Written and verbal communication.

Nursing activities such as injections, CPR, First Aid, venipuncture, blood pressure, hemoglobin and urinalysis testing.

Establishing and maintaining accurate records and files.

Ability to:

Maintain cooperate working relationships with those contacted during the course of work activities.

Gain the confidence and cooperation of children in order to obtain vital signs and assist with medical examination.

Remain calm and de-escalate crisis situations.

Ascertain the cognitive age and understanding level of children and custodial parents in order to communicate in age-appropriate language.

Observe for signs of distress, mental illness, substance abuse or potential crisis situations.

Maintain confidentiality according to strict guidelines.

PHYSICAL DEMANDS

Frequently:

Sits at a desk or table.

Walks, stands or stoops.

Regularly:

Works for sustained periods of time maintaining concentrated attention to detail.

Use tools or equipment requiring a high degree of dexterity.

Positions and restrains children typically weighing up to 100 pounds.

Drives a motor vehicle.

Distinguishes between shades of color.

Accommodation may be made for some of these physical demands or otherwise qualified individuals who require and request such accommodations.

WORKING CONDITIONS

Work is typically performed in an office or other environmentally controlled room.

Work requires occasional travel to conferences and training, typically within the County.

Work regularly exposes incumbents to conditions such as noxious odors, mists, contagious or infectious disease and hazardous chemicals.

Work regularly requires the use of protective devices such as masks, goggles and gloves.

Work exposes incumbent to possible bodily injury from unintentional, spontaneous movement of client.

Work exposes incumbents to individuals who may be angry, agitated, or otherwise upset, and to unknown and potential hostile situations.

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MINIMUM REQUIRMENTS

Applicant must possess a valid licensure as a Licensed Practical Nurse (LPN) in the State of Utah and have a minimum of one year of nursing experience. Preference may be given to applicants with experience in a forensic, psychiatric or related environment.

Applicant must possess a valid driver's license and obtain a valid State of Utah driver's license within 60 days of employment.

Selected applicants are subject to, and must pass, a full background check.

This description lists the major duties and requirements of the job and is not all-inclusive. Incumbent(s) may be expected to perform job-related duties other than those contained in this document and may be required to have specific job-related knowledge and skills.