

**City of Dallas**  
**Classification Specification**

<b>Title:</b>	<b>Licensed Vocational Nurse</b>	<b>Class Code:</b>	<b>06116</b>
<b>Application:</b>	<b>Career Series</b>	<b>Pay Grade:</b>	<b>D</b>
<b>Supplemental/Code:</b>	<b>Technical/3</b>	<b>Established:</b>	<b>10/01/94</b>
<b>FLSA Status:</b>	<b>Non-exempt</b>	<b>Revised:</b>	<b>01/01/09</b>

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**Position Purpose:**

Applies public health nursing principles to detect potential physical, nutritional or developmental problems among patients and assists other health care providers in providing preventive health services.

**Essential Functions:**

1. Performs health screening tests (e.g., hearing, vision, developmental, blood pressure, heart rate, height, weight, diet, pregnancy, urine analysis and blood analysis) and documents test results for early disease detection, or assist in determining fitness for employment.
2. Interviews patients to obtain medical history, social history, and social data.
3. Assesses immunization status and administers immunizations (e.g., flu shots, B12 shots, tuberculosis vaccine, etc.) to prevent illness and disease.
4. Files, retrieves, and maintains immunization charts and health records of patients treated and completes statistics and records for clinic use to ensure accurate patient documentation and tracking.
5. Takes and tracks inventory and orders supplies/vaccine to ensure availability of resources.
6. Arranges equipment in clinic area for patient screening services.
7. Administers first aid (e.g., wound care, dressing changes, suture removal) to patients.

**Essential Functions Performed Depending on Location**

8. Performs home visits to perform health screening tests and report patient progress as assigned by higher level nurse.
9. Teaches classes (e.g., first aid, CPR, communicable diseases) to day care staff and city employees in order to effectively respond to outbreaks and screen treatment referrals.
10. Provides nutritional counseling according to standard guidelines to ensure clients are aware of nutritional needs.
11. Performs other duties as assigned.
12. Regular, reliable and punctual attendance is an essential function of the job.

**Knowledge, Skills and Abilities Required to Perform Work:**

Must be a licensed vocational nurse (LVN) in the State of Texas.

Basic knowledge of principles and procedures involved in nursing and patient care.

Basic knowledge of the principles and concepts of public health nursing including preventive health care; identifying physical, nutritional, and developmental risks in individuals; and responding to individuals and families from various socio-economic groups.

Ability to record complete and accurate patient information on clinic and home visit records.

Ability to understand and carry out technical, detailed instructions.

Ability to establish and maintain an effective rapport with all levels of management, city officials, vendors, other government agencies, other employees and the general public.

Ability to communicate effectively both orally and in writing.

Ability to perform a variety of health screening tests, e.g. vision, hearing, child development.

Ability to make oral presentations.

Must be a Licensed Vocational Nurse License.

**Working Conditions and Hazards:**

Works in public health centers.

Occasionally makes home visits in various types of neighborhoods and homes.

Subject to various health related hazards and exposure to diseases.

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The above statements are intended to describe the general nature and level of work performed by personnel assigned to this classification and is not necessarily an exhaustive list of all responsibilities, duties and skills required.