

Job Description



Johnson County Government

Department of Human Resources

Job Title: Licensed Practical Nurse (LPN) **Job Code:** 903201 **Job Family:** Direct Care
Pay Grade: JC.14.14 **FLSA:** Non-Exempt **EEO:** Technicians
Department/Agency: Countywide **Position Number(s):** Multiple
Recommended Position Title(s): Licensed Practical Nurse

The following Core Competencies apply to everyone and are essential to all County jobs:

- Accountability – Follows-up on and meets commitments, takes ownership for work, and possesses a strong ability to stay focused on individual, department, and County results.
- Communication – Clearly and effectively expresses ideas and thoughts (verbally and in writing); listens actively.
- Customer Focus & Public Relations – Builds positive internal and external customer relationships; is committed to customer satisfaction; assumes responsibility for solving customer problems and ensures commitments to customers are met.
- Initiative – Independently acts to resolve problems and provide solutions; seeks out new responsibilities; generates new ideas; practices self-development.
- Safety – Understands and supports safety standards as required by the job; keeps the workplace clean and safe.
- Teamwork– Encourages and facilitates cooperation, pride, and trust among the team; fosters commitment and team spirit; works cooperatively with others to achieve overall goals.

Essential Duties:

- Collects and documents patient history; measures and records vital signs; gathers, evaluates and reports information regarding patient behaviors, complaints, or symptoms; obtains, processes, and handles lab specimens; administers medications to include preparing and giving injections; performs minor procedures and treatments under the direction of nursing or medical staff.
- Completes and submits documentation regarding patient care and condition; reviews quality and effectiveness of services provided and documented by other service providers.
- Provides patients and families with supportive resources; educates patients in areas impacting health, wellness, and daily living activities; assists health care professionals in providing specialized health training and education to staff.
- Completes routine tasks to ensure a clean and safe environment for patients; stocks supplies and resources; participates in the development and monitoring of quality assurance activities; provides staff with updates regarding any changes in health status, care plans, and adjustments to medication; assists other health care professionals in performing minor medical procedures.

Supervisory Responsibilities:

- Yes No This position is also responsible for the supervision and leadership of employees, which includes making employment-related decisions and/or recommendations, and formally evaluating performance.

Duties and responsibilities, as required by business necessity may be added, deleted or changed at any time at the discretion of management, formally or informally, either verbally or in writing. Scheduling and shift assignments and work location may be changed at any time, as required by business necessity.

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Minimum Job Requirements:

High school diploma or equivalent and graduation from an accredited Practical Nursing program are required. Kansas Licensed Practical Nurse (LPN) license is required. May require KS/MO driver's license, depending on department or agency.

Johnson County Government requires reference/background screening for all positions. Specified criteria may vary by Department/Agency.

Preferred Job Requirements:

One year of nursing experience is preferred.

Education/Experience Substitutions:

Yes No Experience may be substituted for degree.

Yes No Education may be substituted for experience.

Physical, Environmental, and Special Working Conditions:

Excessive standing and/or walking: 40%.

Lifting: varies by assignment.

Exposure to hazardous materials (bodily fluids).

All County employees may be called upon to assist other departments in a declared emergency situation.