

# Temporary Employment Opportunity

Licensed Vocational Nurse - Jail  
Extra - Help

**\$24.41 Per Hour\***

*\*Includes 5% Jail Premium Pay*

**Health Department**

*Please indicate "Extra Help" in addition to the job title on your application*

**Apply Immediately!**

This recruitment will close without notice  
upon receipt of a sufficient number of applications.

**Extra Help positions are on an as needed basis. Due to the large volume of applications that we receive for Extra Help positions there is no guarantee applicants will receive notification of application status, a Department interview, or an update that a position has been filled.**

# Temporary Employment Opportunity

County of Sutter

Established:  
Revised: 01/93, 9/10/96, 10/30/01, 2/13/07  
Salary Range: GNU34  
FLSA: Non-Exempt  
Title Change from: Public Health Licensed Vocational Nurse

## **LICENSED VOCATIONAL NURSE**

### *DEFINITION*

Under general supervision, performs semiprofessional nursing work relating to preventative health care and to the care and treatment of patients; may function as a team leader over nonprofessional nursing personnel.

### *CLASS CHARACTERISTICS*

This is the highest level of semiprofessional nursing work. Duties of this class differ from the lower level nursing attendant positions in that an employee in this class may give medications, act as a team leader, and generally perform a more highly skilled form of patient care in a variety of services. Use of independent judgment is required in one-to-one counseling with clients. An employee in this class does not have the overall responsibility of the professional nurse and would not be assigned the more complex procedures and treatments or work without immediate supervision in acutely ill or critical patient care areas.

### *EXAMPLES OF ESSENTIAL DUTIES*

*The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other related duties may be required and assigned.*

1. Provides various preventative health care and general patient care services.
2. Interviews patients to obtain health history.
3. Obtains and records height, weight, temperature, pulse, respiration and blood pressure rates.
4. May collect specimens for laboratory analysis.
5. May perform various tests as appropriate.
6. Takes orders from patient charts.
7. Consults with professional staff regarding orders or medications.
8. Administers routine medications and treatments per prescribed guidelines.
9. Observes condition of patients and reports unusual conditions to supervisors.
10. Assists medical professional or nursing staff in examinations or special procedures.
11. Gathers supplies necessary to assist nurse or practitioner.
12. Obtains medical information for professional staff.
13. Schedules patient appointments for referrals and for prescribed tests.
14. Reinforces/explains health professionals' instructions.
15. Provides health education information.
16. May assist in providing care to children, such as examinations, medication acceptance,

- and restriction of activities.
17. Interacts with clients/patients on a one-on-one basis; provides information and counseling.
  18. Prepares/maintains patient charts; records data pertaining to patient.
  19. Reviews various documentation and processes, forwards, or takes other action as appropriate.
  20. Answers the telephone, provides information, takes messages and/or directs calls as appropriate.
  21. Responds to requests for information or assistance.

#### *EXAMPLES OF MARGINAL DUTIES*

1. Cleans and sterilizes medical supplies, equipment and facilities.
2. Orders supplies; restocks clinic rooms and medication carts.
3. Maintains inventory of departmental supplies and medications; initiates requests for new or replacement materials.
4. Maintains file system of departmental records.
5. May operate a motor vehicle to transport materials or for other purposes as assigned.
6. May translate written or verbal information in foreign language.

#### *MINIMUM QUALIFICATIONS*

Knowledge of: Practical nursing theory and practice; use and effects of medications; hospital ward routines; use of written procedures and protocols applicable to the position; principles of medical record keeping; basic mathematics; and standard office equipment. May require knowledge of a foreign language as determined by community need.

Ability to: Apply routine nursing techniques in the care and treatment of patients; utilize established protocols and procedures; establish and maintain effective interpersonal relations with patients, including children; communicate effectively both orally and in writing; understand and follow oral and written instructions; prepare reports; maintain medical charts and records; maintain confidentiality of patient/client information; and operate a motor vehicle. May require ability to speak a foreign language, as determined by community need.

Education and Experience: One to two years of experience in related field.

#### Special Requirements:

*Essential Duties require the following physical skills and work requirements:*

Must be able to support the weight of patients for brief periods of time in positioning/transporting; ability to operate and use a variety of health care equipment and tools; must be able to work in a health care environment.

*License or Certificate:* Must possess and maintain a valid Licensed Vocational Nurse license issued by the California State Board of Vocational Nurse Examiners. CPR Certification required prior to date of hire. Blood Drawing Certification and HIV Counseling Certification must be obtained within one year from date of hire. Must possess and maintain a valid California Driver's License.

The County of Sutter is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodation to qualified individuals with disabilities. Sutter County encourages both incumbents and individuals who have been offered employment to discuss potential accommodations with the employer.



## **SUTTER COUNTY HIGHLIGHTS**

Sutter County is a major agricultural center located in Northern California approximately 50 miles north of the State Capitol, Sacramento. The County, bounded by the Sacramento and Feather Rivers, encompasses 608 square miles and provides easy access to the Lake Tahoe and San Francisco areas. Mountains and lakes offering unlimited recreational opportunities are abundant. Sutter County is a general-law county with a population of approximately 97,000 and includes two incorporated cities, Yuba City and Live Oak. There are 19 department heads and 950 positions with an annual budget of 250 million dollars.

### **HOW TO APPLY**

Eligible applicants are **REQUIRED** to complete a Sutter County application. Applicants are also invited to submit any additional information in resume form. For additional information or to obtain an application, please contact the Sutter County Human Resources Department at:

**Sutter County Human Resources Department  
1160 Civic Center Boulevard, Suite B  
Yuba City, CA 95993**

Phone (530) 822-7113      FAX (530) 822-7191

Web Site [www.suttercounty.org](http://www.suttercounty.org)      E-mail [hr@co.sutter.ca.us](mailto:hr@co.sutter.ca.us)

TDD access through CA Relay Service: 1-800-735-2929

***The Sutter County Human Resources Department must receive applications no later than 5:00 P.M. on the final filing date.***

***Postmarks will not be accepted.***

Important Note: **Applications must be submitted to Human Resources via mail, fax or delivered to our office.**

**We are unable to accept e-mailed applications or resumes.**

### **SELECTION PROCEDURE FOR EXTRA HELP POSITIONS**

**Extra Help positions are on an as needed basis. Due to the large volume of applications that we receive for Extra Help positions there is no guarantee applicants will receive notification of an application's status, a Department interview, or an update that a position has been filled.**

Applications will first be reviewed for minimum qualifications. Applications meeting the minimum qualifications will be referred to the department where the current opening exists. The Department will invite those candidates with the most directly related experience, education and training that meet the Departments' needs to an oral examination. Investigation of employment history and references may be conducted prior to appointment.

*Offers of employment are contingent upon submission of documents verifying identity and authorization to work in accordance with the Immigration Reform and Control Act of 1986; successful completion of a preplacement medical review/examination; satisfactory driving record and proof of automobile insurance, if applicable, and other appropriate requirements of the position. Significant moving violations or lack of insurance may be cause for disciplinary action up to and including dismissal.*

*The above information is general in nature and does not constitute an expressed or implied contract.*

**The County of Sutter does not discriminate on the basis of race, religious creed, color, national origin, ancestry, medical condition (cancer-related only), mental or physical disability (including AIDS or HIV), marital status, sexual orientation, sex or age. Minorities, women and the disabled are urged to apply.**

**Sutter County Human Resources Department  
1160 Civic Center Blvd., Suite B  
Yuba City, CA 95993**