

## **CITY OF TAFT**

**CLASS TITLE: LICENSED VOCATIONAL NURSE (L.V.N) / DENTAL ASSISTANT**

**Salary Range 40.8**

**BASIC FUNCTION:**

\$1,728 - \$2,101 Bi-weekly

Under clinical direction of a registered nurse or physician and under assigned administrative supervision provide care to patient or inmates at a basic level of general nursing care and related health care services.

This position is provides patient care and assists with the coordination of all inmate health care related services, and must work collaboratively with appropriate state and local officials, California Correctional Health Care Services (CCHCS) and (CDCR), Corrections Staff, Westside Health Care District, Physicians, Dentists and other health care providers.

The incumbent is expected to demonstrate professional competence while working as a team member and exercises independent judgment in a variety of confidential and sensitive areas, including HIPPA compliance and performs other job related work as required. The Medical Unit of the TMCCF is available to the inmates/patients on a 24 hour basis, 365 days a year. This position typically works the business hours of the MCCF Monday-Friday but may vary to meet the demands of the unit.

**REPORTS TO:**

Correctional Health Care Administrator

**SUPERVISES:**

None

**ESSENTIAL FUNCTIONS AND RESPONSIBILITIES:**

- Support physician and mid-level providers to enable professional patient care and the required documentation that supports patient care activities.
- Perform nursing procedures as regulated by licensure and certification.
- Notes and completes physician orders, including medication refills.
- Observe and document symptoms and behavior.
- Administer medications under the providers' orders, including Keep On Person (KOPs) medications
- Assist clinical staff with examination procedures
- Attends meetings and training and conferences; interacts with outside agencies and commissions; participates in teams, or committees, or associations, as needed.
- Maintain a variety of work related files and records.
- Prepare, process, and file a variety of reports and correspondence.
- Ensure compliance with laws and regulations governing nursing and health care practices; including HIPPA.
- Coordinate and collaborate with Correctional Facility management staff and security officers to insure a safe and professional environment for staff and patients.

- Assists with the coordination of inmate care with Dental and other health care providers.
- Keeps dental records for patients and monitors dental patient charts for accuracy and compliance
- Monitors medical and dental inventory, including state regulated compliance logs.
- Ensures all health care related equipment and supplies including pharmaceuticals and over the counter medications are appropriately stocked and available.
- Educate and counsel patients concerning their disease, treatment and prevention of disease.
- May participate in Quality Management and Emergency Response Programs
- Sterilizes and cares for medical and dental instruments and equipment
- Monitoring of sterilization logs
- Organizes and maintains Medical Supply Room, including crash cart.
- Monitors tool count logs as mandated by policy and requirements in a correctional facility.
- Ensures that all chemical/medication labeling and storage meets all requirements.
- Performs daily, weekly, monthly and annual inventory.

### **KNOWLEDGE AND ABILITIES:**

#### **Knowledge of:**

- Nursing principles and techniques; disease processes, administration of medication; concepts and procedures of infection control and the prevention and management of communicable diseases.
- Medical and Dental Terminology
- Inmate health care record keeping and compliance.
- General nursing procedures and techniques involved in the patient/inmate care.
- Dental office procedure and principles of modern dental record keeping
- Principles and methods of sterilization.
- Appropriate uses of dental instruments, equipment, and materials
- Techniques used in dental x-ray
- Processes of patient paroling
- Modern office procedures, and methods including computer equipment, word processing, spread sheet, data base, and other needed specialized software applications, and internet and electronic communication usage and methods.

#### **Ability to:**

- Read, interpret, apply and ensure compliance with laws, codes, and regulations related to inmate health care.
- Understand and relate to inmates as patients in a correctional environment as well as possess the skills and abilities provide personal nursing care.

- Develop and write clear and concise reports
- Communicate effectively orally and in writing
- Understand and effectively communicate regulations, laws, codes and policies.
- Work with and control sensitive and confidential information.
- Establish and maintain respectful, effective and cooperative working relationships with those contacted in the course of work.
- Reason, communicate, and persuade clearly, concisely, and effectively through speech, written reports, and graphic illustrations.
- Work effectively with staff, and inmates in satisfactory solution of health programs.
- Work autonomously and in collaboration with other health professionals.
- Establish and maintain cooperative relations with other agencies and health care providers
- Analyze situations accurately and effectively resolve issues
- Respond to Medical Emergencies

**DESIRED MINIMUM QUALIFICATIONS:**

Any combination of experience and education that would be likely to provide the required knowledge, skills, and abilities could be qualifying, as determined by the City. A typical way would be:

**EDUCATION AND EXPERIENCE:**

Must possess and maintain valid California License as a Licensed Vocational Nurse (L.V.N.)

A degree in nursing or health care related field is desirable

Must possess and maintain a valid California Driver's License.

Must obtain and maintain security clearance with the facility

**PHYSICAL DEMANDS**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

Work is performed mostly in a health care setting.

While performing the duties of this job, the employee is required to stand or sit; walk; use hands to handle, feel or operate objects, tools, or controls; and reach with hands and arms. Must be able to see, talk with and hear inmates and other employees. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl. Persons appointed to this position must be reasonably expected to have and maintain sufficient strength, agility, and endurance to perform during stressful (physical, mental, and emotional) situations encountered on the job including responding to medical emergencies without compromising their health and well-being or that of their fellow employees or inmates.