

Job Description  
Licensed Practical Nurse

**JOB ANNOUNCEMENT**

**Posting Date:** February 3, 2021

**Closing Date:** Until filled

**Position:** Licensed Practical Nurse (Pediatrics) - Hourly Employee-FSLA Non-Exempt Status

**Location:** Ocilla

With independent or guided direction, Licensed Practical Nurse (LPN) is responsible for assisting primary care providers-physicians and mid-level providers by providing general nursing care, patient screening, and clinical support specifically for infants, and adolescents. Performs laboratory procedures by following specific instructions, standard procedures, and techniques.

**Duties and Responsibilities:**

Obtain the vital signs, test for glucose, urinalysis, pregnancy, hemoglobin of patients, and record all findings in EMR progress notes.  
Prepares patients for examinations.  
Assists the physician with health checks.  
Prepare and administer vaccines for infants and children.  
Enter required data within GRITS and EMR.  
Patient teaching about medications and procedures.  
Generates request to replenish stock, and inventories medical supplies and medications.  
Communicates with hospital, pharmacies, health departments, clinics, and private doctor offices.  
Assists in answering phones.  
Gives immunizations, injections, and oral medications under the supervision of the physician.  
Performs other duties as assigned.  
Coordinate referrals between Specialty Providers.  
Scan hardcopy medical documents into EMR and label.  
Phlebotomy

**Knowledge, Skills, and Abilities**

Knowledge of OSHA guidelines.  
Skill in preparing and maintaining records.  
Knowledge of medical procedures, medications, and terminology.  
Skill in applying and modifying the principles, methods, and techniques of medicine to provide ongoing patient care.  
Ability to communicate clearly and react calmly and effectively in emergency situations.

**Qualifications:**

Active Georgia LPN license.  
Current CPR Certification  
Strong Computer Competency.  
Ability to work within team-based structure.  
Ability to work within a fast-paced clinic.

**Typical Physical Demands:**

Requires full range of body motion including handling and lifting patients, manual and finger dexterity and eye-hand coordination. Requires standing and walking for prolonged periods of time. Occasionally lifts and carries items weighing up to 50 pounds. Requires corrected vision and hearing to normal range. Requires exposure to communicable diseases or bodily fluids.

**Submit resume to:**

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