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LICENSED VOCATIONAL NURSE II

GRADE: 11

GENERAL DESCRIPTION

This position provides routine (journey-level) vocational nursing work. Work involves providing for the care, treatment, and general welfare of patients; May train others; Works under moderate supervision, with limited latitude for the use of initiative and independent judgment.

EXAMPLES OF WORK PERFORMED

- Prepares nursing and medical summaries
- Administers medication orally, rectally, internally, or by injection
- Monitors patients for treatments and procedures
- Monitors patients' temperature, pulse, and respiration
- Collects specimens for laboratory examination
- Counsels patients with specific health goals
- Conducts appropriate screening tests
- Applies principles and practices to assess, prevent, and control diseases
- Maintains records pertaining to medication, deaths, illnesses, and the transfer of patients
- Makes rounds or home visits
- May participate in conducting therapeutic programs
- May train others
- Performs related work as assigned

GENERAL QUALIFICATION GUIDELINES

Experience and Education

Three to four (3-4) years of experience in nursing work; Graduation from a standard senior high school or equivalent or from an approved vocational or practical nursing education program is generally preferred. Experience and education may be substituted for one another.

Knowledge, Skills, and Abilities

Knowledge of nursing procedures and techniques

Ability to provide patient medical care, to prepare and maintain records, and to train others

Registration, Certification, or Licensure

Must be licensed as a Licensed Vocational Nurse by the State of Texas or in a party state that recognizes reciprocity through the Nurse Licensure Compact

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand. The employee is occasionally required to walk; sit; use hands to find, handle, or feel objects, tools or controls; reach with hands and arms; climb or balance; stoop and kneel.

The employee must occasionally lift and/or move over 25 pounds. Specific vision abilities required by this job include close vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT:

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

The noise level in the work environment is usually moderate.

SAFETY REQUIREMENTS:

Maintain physical conditions appropriate to the performance of assigned duties and responsibilities which may include the following:

- sitting for extended periods of time
- standing for extended periods of time
- operating assigned equipment

Maintain mental capacity which permits:

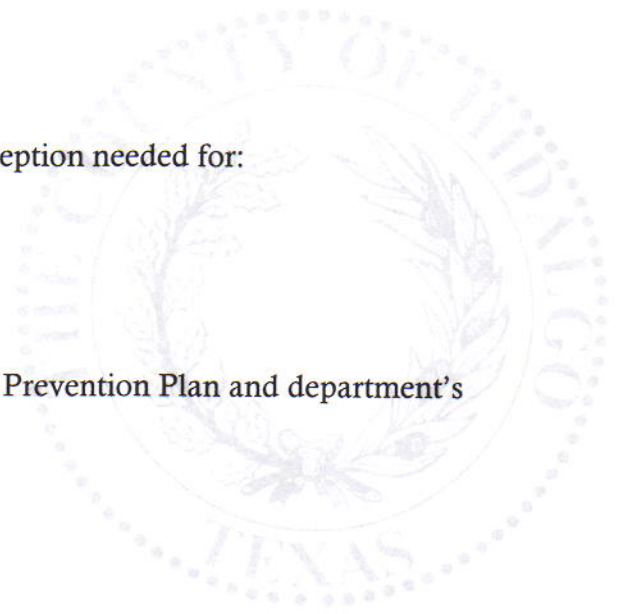
- making sound decisions and using good judgment
- demonstrating intellectual capabilities

Effectively handle a work environment and conditions which involve:

- working closely with others
- working in a multi-task environment

Maintain effective audio-visual discrimination and perception needed for:

- making observations
- reading and writing
- operating assigned equipment
- communication with others
- required to follow the Hidalgo County Accident Prevention Plan and department's safety regulations



BINATIONAL COORDINATOR

GRADE: 11

GENERAL DESCRIPTION

Under the supervision of the Public Health Emergency Preparedness Coordinator, with overall administered by Public Health Chief Administrative Officer, responsible for the overall management of the Early Warning Infectious Diseases Surveillance (EWIDS) Grant. Participates as the lead for the EWIDS Team for binational public health preparedness and response to all-hazards events. Supports the Public Health Emergency Preparedness Division activities. Shall respond to all all-hazard and bio-terrorism events or large disease outbreaks and other Public Health emergencies anywhere in the border of the State of Texas and Mexico. Duties are performed with minimal supervision and with considerable latitude for use of initiative and independent judgment. This position is subject to funding availability.

EXAMPLES OF WORK PERFORMED

Knowledge of public health principles and practices, laws, and regulations, scientific management, information systems, civil service systems organizational development, and systems analysis.

Assists with EWIDS budget development and fiscal management. Responsible for quarterly reports, maintain grant backup information, submit support vouchers, and work with EWIDS budget.

Fulfills EWIDS grant goals and activities as per work plan guidance.

Prepares and responds under Health Department guidance to public health threats whether natural or manmade.

Establishes and maintains positive working relationships with binational private, public and state/federal agencies for public health response.

Conduct public relations, with the ability to communicate effectively verbally and in writing with public, staff, partners, and stakeholders

Assist with all written reports and correspondence, implement changes, resolve conflict, and solve problems with staff

Assists in conducting case/contact surveillance investigations for notifiable conditions on binational cases following established chains of communication.

Participates in epidemiological studies, surveillance projects and case/contact investigations.

Work with Department of State Health Services and Region 11 to implement changes to improve surveillance activities along the border and fulfill grant requirements.

Work with Binational Contact database.

Works with the Epidemiologist to reviews program data for public health implications in the community and analyze assessment data to identify potential and actual health risks.

Attends stakeholders and partners meetings regularly to develop working relations with reporting entities.

Makes visits with healthcare providers to ensure knowledge of reporting requirements.

Responsible for documenting accuracy of training of health care providers' knowledge of reporting procedures and requirements.

Performs investigative, advisory and educational activities for public health preparedness and response activities.

Participates in binational training, planning, development, interpretation and assessment of natural or simulated responses (exercise/drills).

The work involves research, analysis, writing, editing, production and coordination of materials to inform and educate the public about public health emergency preparedness, bio-terrorism, and infectious diseases.

May be required to travel into Mexico for stakeholder/partner meetings, trainings and conferences.

May be required to work other than normal hours including weekends and holidays

Must provide your own dependable transportation (automobile)

Performs other duties as assigned

GENERAL QUALIFICATION GUIDELINES

Experience and Education:

Bachelors Degree in Public Health Care Administration, Business Administration, Public Health Administration or a related field. Two years of experience in emergency management, public health/community planning, or other related work experience required.

Knowledge, Skills, and Abilities:

Texas Public Health laws, especially those that govern the control and reporting of notifiable conditions

Infection control practices and measures.

Basic epidemiology.

Oral and verbal proficiency in English and Spanish required.

Skills in using word processing, database, spreadsheet and graphic software packages including Word Perfect, Word, Excel, and Power Point.

Organize and prioritize workload and meet deadlines.

Assemble, summarize and interpret pertinent technical literature.

Work independently, exercising sound judgment.

Initiate projects and work on multiple projects at the same time.

Supervise and train staff.

Familiar with HIPAA, work discreetly and maintain confidentiality.

Certificates, Licenses, Registrations:

Must possess a current valid Texas Motor Vehicle Operator's License
Must be able to be insured by County Insurance carrier

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand, walk; sit, use hands and fingers, handle or feel objects tools or controls; reach, climb or balance, bend, stoop and kneel.

The employee must occasionally lift and/or move over 25 pounds. Specific vision abilities required by this job include close vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT:

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

The noise level in the work environment is usually moderate.

SAFETY REQUIREMENTS:

Maintain health/physical conditions appropriate to the performance of assigned duties and responsibilities which may include the following:

- Sitting/standing for extended periods of time
- frequent standing, bending and reaching
- operating assigned equipment
- required to receive immunizations recommended by the ACIP, ACP, and TDH based on anticipated disease exposure (e.g. hepatitis B, H1N1)

Maintain mental capacity which permits:

- making sound decisions and using good judgment
- demonstrating intellectual capabilities

Effectively handle a work environment and conditions which involve:

- working closely with others
- working in a multi-task environment

Maintain effective audio-visual discrimination and perception needed for:

- making observations
- reading and writing
- operating assigned equipment
- communicating with others
- required to follow the Hidalgo County Accident Prevention Plan and departmental safety regulations

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REGISTERED NURSE IV

GRADE: 16

GENERAL DESCRIPTION

Performs advanced (senior-level) nursing work; Work involves planning, developing, coordinating, and evaluating nursing activities and providing for the care and treatment of patients; May plan, assign, and/or supervise the work of others; Works under limited supervision, with considerable latitude for the use of initiative and independent judgment.

EXAMPLES OF WORK PERFORMED

Plans, develops, coordinates, and evaluates nursing activities and makes recommendations for improvements

Plans, develops, implements, and monitors program operations

Develops, reviews, revises, and explains health care program policies and procedures

Develops and implements quality assurance programs and processes

Develops in-service training and educational programs

Administers or oversees the administration of medication, immunizations, and treatment, and observes patients for unusual symptoms and reactions

Makes hospital rounds to ensure that prescribed methods and procedures are followed

Evaluates nursing services through the analysis of statistical studies and performance evaluation reports

Reviews medical records and patient assessments to determine compliance with policies and procedures, correctness of assessment, and quality of service

Provides consultation, training, and technical assistance to agency staff, care recipients, provider agencies, and the medical community

May conduct inspections, certifications, surveys, and investigations of health care facilities to determine compliance with state and federal laws, regulations, and rules

May plan, assign, and/or supervise the work of others

Performs related work as assigned

GENERAL QUALIFICATION GUIDELINES

Experience and Education

Seven (7) years experience in nursing work; Graduate from an accredited four-year college or university with major course work in nursing or from an accredited nursing program is generally preferred. Two (2) years experience maybe substituted for one (1) year of education.

Knowledge, Skills, and Abilities

Knowledge of nursing techniques and procedures, health care laws and regulations, medical diagnoses and procedures, accepted medical treatment patterns, community health and nursing care principles, practices, and procedures, program regulations and procedures, and utilization review and control measures

Ability to provide patient care, prepare and maintain records, and explain public health law

Ability to organize, coordinate, and evaluate nursing activities and delivery of public health services

Ability to interpret policies and procedures, interpret health care regulations, recognize patterns of medical necessity treatment, and to plan, assign, and/or supervise the work of others

Must be registered as a Registered Nurse by the State of Texas or a state that recognizes reciprocity through the Nurse Licensure Compact

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand. The employee is occasionally required to walk; sit; use hands to find, handle, or feel objects, tools or controls; reach with hands and arms; climb or balance; stoop and kneel.

The employee must occasionally lift and/or move over 25 pounds. Specific vision abilities required by this job include close vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT:

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

The noise level in the work environment is usually moderate.

SAFETY REQUIREMENTS:

Maintain physical conditions appropriate to the performance of assigned duties and responsibilities which may include the following:

- sitting for extended periods of time
- standing for extended periods of time
- operating assigned equipment

Maintain mental capacity which permits:

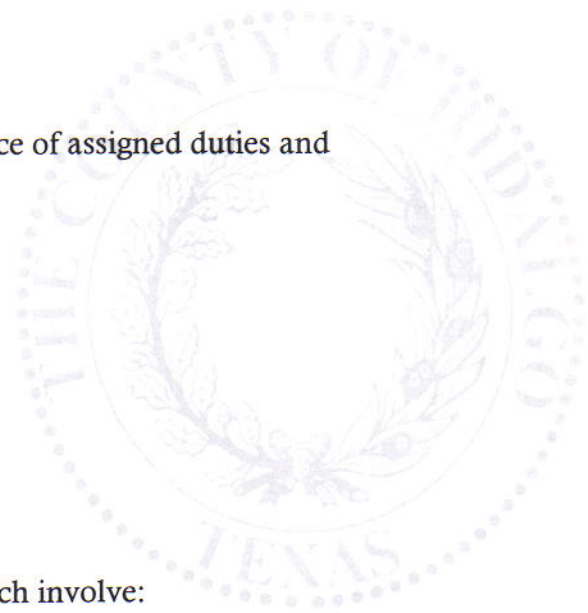
- making sound decisions and using good judgment
- demonstrating intellectual capabilities

Effectively handle a work environment and conditions which involve:

- working closely with others
- working in a multi-task environment

Maintain effective audio-visual discrimination and perception needed for:

- making observations
- reading and writing
- operating assigned equipment
- communication with others
- required to follow the Hidalgo County Accident Prevention Plan and department's safety regulations



FAMILY NURSE PRACTITIONER

GRADE: 21

GENERAL DESCRIPTION

Performs highly advanced (senior-level) clinical nursing work; Work involves assessing, planning, and providing comprehensive patient care independently or in collaboration with health care professionals; May plan, assign, and/or supervise the work of others; Works under minimal supervision, with extensive latitude for the use of initiative and independent judgment.

EXAMPLES OF WORK PERFORMED

Performs related work as assigned

Provides specialized consultation, training, and technical assistance to agency staff, care recipients, provider agencies, and the medical community

Plans, implements, and evaluates nursing care consistent with medical care prescribed by a physician

Initiates or modifies medical treatment when and to the extent authorized by the treating physician

Creates and maintains accurate records, reports, and legal documents

Manages primary acute or chronic care in collaboration with health team members

Identifies problems and makes suggestions for change to facilitate continuity of patient care, meeting patient needs and the mission of a health care facility

Evaluates nursing services through the analysis of statistical studies and performance evaluation reports

Develops in-service training and educational programs

Develops and participates in quality assurance programs

Reviews medical records and patient assessments to determine compliance with policies and procedures, correctness of assessment, or quality of service

May plan, assign, and/or supervise the work of others

Performs other duties as assigned

GENERAL QUALIFICATION GUIDELINES

Experience and Education

Seven (7) years experience in nursing work; Graduation from an accredited four-year college or university with a master's degree in nursing or a related field is generally preferred.

Knowledge, Skills, and Abilities

Knowledge of nursing techniques, principles, and procedures; of health care laws and regulations; of community health care principles, practices, and procedures; and of principles, methods, and procedures for the delivery of medical evaluation, diagnosis, and treatment

Ability to organize, coordinate, and evaluate nursing activities and delivery of health services; to explain public health law; to communicate effectively; and to plan, assign, and/or supervise the work of others

Registration, Certification, or Licensure

Must be registered as a Registered Nurse in the State of Texas or in a party state that recognizes reciprocity through the Nurse Licensure Compact; must be approved by the Board of Nurse Examiners for the State of Texas to practice as an advanced practice nurse

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand. The employee is occasionally required to walk; sit; use hands to find, handle, or feel objects, tools or controls; reach with hands and arms; climb or balance; stoop and kneel.

The employee must occasionally lift and/or move over 25 pounds. Specific vision abilities required by this job include close vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT:

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

The noise level in the work environment is usually moderate.

SAFETY REQUIREMENTS:

Maintain physical conditions appropriate to the performance of assigned duties and responsibilities which may include the following:

- sitting for extended periods of time
- standing for extended periods of time
- operating assigned equipment

Maintain mental capacity which permits:

- making sound decisions and using good judgment
- demonstrating intellectual capabilities

Effectively handle a work environment and conditions which involve:

- working closely with others
- working in a multi-task environment

Maintain effective audio-visual discrimination and perception needed for:

- making observations
- reading and writing
- operating assigned equipment
- communication with others
- required to follow the Hidalgo County Accident Prevention Plan and department's safety regulations