



Ontario County Department of Human Resources
3019 County Complex Drive
Canandaigua, NY 14424

www.co.ontario.ny.us | (585) 396-4465

Vision: A vibrant community where every citizen has the opportunity to be healthy, safe and successful

Mission: Provide strategic and responsive public services that are fiscally responsible and sensitive to the diverse and changing needs of our community

JOB POSTING NOTICE

TITLE: [Licensed Practical Nurse](#)

DEPARTMENT: Office of Sheriff Correctional Facility

RATE OF PAY: \$20.16 - \$24.45/hr. (40 hrs/wk) + \$3500 Sign-On Bonus

TYPE: Permanent, Full-Time Position

NOTE: Appointment pending thorough background check.

MINIMUM QUALIFICATIONS: Possession of a current license to practice, or temporary permit, as a Licensed Practical Nurse in New York State.

DISTINGUISHING FEATURES OF THE CLASS: The work involves the routine care of patients in accordance with a detailed and well-defined patient care plan under direct supervision of a higher-level medical professional. Assignments concerning patient care are given specifically with limited leeway allowed for exercise of independent judgment. Supervision is not a responsibility of this position. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

- Assists with patient triage, medication refill requests, and education for medication adherence and side effects;
- Carries out therapeutic treatments such as, preparing and applying dressings and administering medications, in accordance with established policy;
- Assists in the admission and discharge of patients, including obtaining medical history, medication history, and family history and completing required documentation/patient records;
- Collects and documents vital signs and observes and records other symptoms;
- Collects specimens and carries out diagnostic procedures under supervision;
- Assists in the implementation of the nursing care plan;
- Acts as a member of an interdisciplinary team to care for the psychological, emotional and physical needs of those with mental health or substance abuse disorders;
- Cares for medical equipment including high level disinfection and sterilization;
- Prepares exam room and performs other tasks designed to provide a suitable environment for the patient;
- Maintains patient files and reports, including scanning of documents into patient records;
- Schedules outside doctor and dentist appointments;
- Assists with the communication to coordinate patient care with outside medical agencies;

EOE