



**Ontario County Department of Human Resources**  
**3019 County Complex Drive**  
**Canandaigua, NY 14424**  
[www.ontariocountyny.gov](http://www.ontariocountyny.gov) ~ ~ (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 OPENING NOTICE

**JOB POSTING #:** 23-051      **POSTING DATE\*:** FROM: 12/8/23      TO: 1/13/24

**JOB TITLE:** Licensed Practical Nurse – to start after 1.1.24

**RATE OF PAY:** 2024: \$20.56/hr

**LOCATION:** Ontario County Community Mental Health Services

### MINIMUM QUALIFICATIONS AS SHOWN ON JOB DESCRIPTION

**QUALIFICATIONS:**  
 County Values: All employees of Ontario County are expected to uphold and exhibit the County’s shared values and behaviors to achieve the County’s Vision and Mission.

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

**SPECIAL NOTE: TEMPORARY PERMIT:** Candidates who possess a temporary permit as a Licensed Practical Nurse may be appointed on a temporary basis for up to 12 months. Candidates who do not attain license and registration cannot remain in this title beyond the 12-month period.

**APPLICATION DEADLINE / LAST FILING DATE\*:** until filled

\* Last filing date established for an announced exam always supersedes posting date.

**HOW TO APPLY:** All applications must be received through the [Ontario County Civil Service Employment Portal](#).

*Ontario County is an Equal Opportunity Employer and, as such, offers equal opportunities for all qualified applicants with no discrimination as to age, race, color, creed, sex, national origin, sexual orientation, military status, predisposing genetic characteristics, marital status, domestic violence victim status, disabilities or, in certain circumstances pursuant to Executive Law 296, conviction record. Any person with a disability requesting reasonable accommodations in order to participate in examinations will be accommodated.*

## LICENSED PRACTICAL NURSE

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

**SPECIAL NOTE: TEMPORARY PERMIT:** Candidates who possess a temporary permit as a Licensed Practical Nurse may be appointed on a temporary basis for up to 12 months. Candidates who do not attain license and registration cannot remain in this title beyond the 12-month period.

**SPECIAL NOTE: EDUCATION:** Your degree must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree was awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.

**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)

### **CORRECTIONAL FACILITY OR MENTAL HEALTH:**

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;

### **EDUCATIONAL FACILITY:**

Assists the School Physician in physical, visual and auditory screening examinations of students and employees;  
Administers first aid and emergency treatment to students and employees;  
Prepares and maintains health records for school authorities;  
Assists at school immunization clinics;

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LICENSED PRACTICAL NURSE

TYPICAL WORK ACTIVITIES: (Continued)

**EDUCATIONAL FACILITY:**

Arranges for transport of sick or injured students or employees to hospital, home, doctor's or dentist's office in case of emergency;  
Inspects the school buildings playground and cafeteria and reports on general safety and sanitary conditions;  
Orders, inventories and oversees the storage of first aid and related health supplies and equipment;  
Consults with attendance teachers, staff members and school nurse-teachers concerning a variety of health factors related to non-attendance and communicable disease;  
Prepares and maintains records and reports as required.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Good knowledge of modern nursing principles, techniques and their relation to medical and surgical practices; working knowledge of dietetics, sanitation and personal hygiene; ability to carry out therapeutic treatments; ability to understand and follow technical, oral and written instructions; ability to work effectively in a security environment following basic security procedures; ability to communicate effectively both orally and in writing; ability to prepare both written and oral reports; ability to get along well with patients, students, and others; good observation; mental alertness; firmness; initiative; patience; emotional stability; sympathetic attitude toward the sick, good moral character; physical condition commensurate with the demands of the position.

REVISED: 7/23/01; 4/10/23

CIVIL SERVICE CLASSIFICATION: NON-COMPETITIVE