

## **Ray County Health Department Public Health LPN Job Description**

Job Title: Public Health LPN  
Reports to: Administrator  
Pay Grade: Based on education and experience  
Revision Date: 05/01/25

### **JOB SUMMARY:**

An employee in this class performs elementary practical nursing duties under the direction of a Registered Nurse (RN). Work may involve providing nursing/educational services in public health clinics, outreach programs, and schools. Work may involve performing office support activities in the absence of ancillary personnel. Professional guidance and supervision are received from agency PHN's and Administrator. More routine duties are expected to be performed without detailed instructions. Nursing duties will be done within the scope of practice for a Licensed Practical Nurse and in accordance with the Missouri Nurse Practice Act.

**This description may not include all of the duties, knowledge, skills or abilities associated with this classification.**

### **EXAMPLES OF WORK**

- May take and record client temperature, pulse, respirations, blood pressure, height, weight or other baseline measurements in the provision of population-based services.
- Records and reports to the RN measurements or observations that deviate from normal parameters.
- Prepares, administers, and documents immunizations given according to agency standing orders and under the supervision of a RN.
- May be required to assist in investigating communicable disease reports, health problems and health threats in collaboration with other public health specialists.
- Performs outreach activities under the guidance of an RN, program support and other agency tasks that align with program activities and workplans.
- May assist with school-based health programs that include screening, immunizations, referrals, follow-up, and reporting.
- Makes referrals to other agencies as appropriate.
- Participates in staff development activities. May receive specialized training in public health principles and practice.
- Must complete continuing education requirements to meet standard and ongoing to retain accreditation.
- Performs other work as assigned.

### **EXAMPLES OF KNOWLEDGE, SKILLS AND ABILITIES**

- Working knowledge of practical nurse theory, current practices and techniques.

- Working knowledge of standard practices, rules and regulations relating to licensed practical nursing work.
- Working knowledge of anatomy and physiology, nutrition, aseptic technique, and body mechanics.
- Knowledge of public health principles including the essential services of public health.
- Knowledge of communicable disease surveillance and control, and case investigation.
- Knowledge of the principles of evidence-based decision making.
- Working knowledge and computer skills in Word Processing, Database, Spreadsheet, Power Point, and Internet software applications.
- Ability to practice within the scope of the Nursing Practice Act.
- Ability to understand federal and state public health laws and regulations, departmental programs, policies, and procedures as they relate to public health.
- Ability to establish and maintain effective working relationships with agency staff, other health care professionals, community partners, and consumers.
- Ability to present education to consumers and groups using principles of adult learning through public speaking and classroom settings.
- Ability to develop and adapt approaches to problems that consider cultural differences.
- Ability to communicate effectively verbally and in writing, follow written and oral instructions, keep records, and make reports.
- Ability to perform the physical requirements of the position. (Load and unload equipment and supplies for outreach programs, walk, stand, sit, bend, for extended periods, lift small children.)

#### **EDUCATION AND EXPERIENCE**

Graduation from an accredited school of practical nursing is required.

#### **NECESSARY SPECIAL REQUIREMENTS**

- Must possess a current license to practice as a practical nurse in Missouri at time of hire.
- Valid Missouri Driver's License and auto insurance required.
- Ability to work flexible work hours (including some evening and weekends) required to fulfill assigned responsibilities.
- Maintain CPR certification according to agency policy.

#### **PHYSICAL REQUIREMENTS:**

Physical demands of this position are representative of those needed to successfully perform the essential functions of practical nursing and clerical work in office or at outreach locations and clinics. The employee in this classification is occasionally exposed to outside weather conditions and must occasionally move or lift office supplies and/or equipment when performing other assigned duties.