



## City of Deerfield Beach Licensed Practical Nurse

<b>SALARY</b>	\$23.36 - \$30.37 Hourly	<b>LOCATION</b>	North East Focal Point - City of Deerfield Beach, FL
<b>JOB TYPE</b>	Full-Time	<b>JOB NUMBER</b>	00867
<b>DEPARTMENT</b>	Community Services	<b>OPENING DATE</b>	08/29/2023
<b>CLOSING DATE</b>	9/8/2023 5:00 PM Eastern		

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### Summary Objective

**THIS RECRUITMENT MAY CLOSE AT ANYTIME WITHOUT NOTICE, ONCE A SUFFICIENT NUMBER OF QUALIFIED APPLICATIONS HAVE BEEN RECEIVED. CANDIDATES ARE ENCOURAGED TO APPLY AT THEIR EARLIEST CONVENIENCE.**

#### Summary Objective

The purpose of this position is to supervise adult and Alzheimer's daycare staff. This position also works collaboratively with the case manager, daycare recreation coordinator, and other interdisciplinary divisions to ensure that clients and caregivers receive respite care, stimulation, interaction, and other necessary referrals. In case of emergencies, the LPN will use nursing skills and judgment to determine the course of action under the supervision of the Health Support Coordinator. The LPN occasionally administers medication to daycare clients.

This class works independently, under limited supervision, reporting major activities through periodic meetings.

### Essential Functions

**Salary Range \$23.36 - \$30.37**

#### ESSENTIAL FUNCTIONS

**The essential functions listed below are those that represent the majority of the time spent working in this class. Management may assign additional functions related to the type of work of the class as necessary.**

- Interprets and reports responses of patients to appropriate members of the health team.
- Observes patients' and/or families' condition, mental state, and social behavior and reports observations.
- Maintains sanitary conditions in workstations and examining rooms.
- Records and maintains nursing care plans and progress notes on patients to ensure continuity of care.
- Maintains client charts as appropriate.
- Maintains client information confidential.
- Responds to medically related telephone inquiries and directs calls to appropriate persons, follows policy in transferring injured patients to emergency rooms.
- Arranges, under policy and procedure guidelines, for transporting of injured or ill clients to a medical facility.
- Maintains professional competence through participation in continuing education and other appropriate learning experience.
- Attends staff meetings and nursing continuance education seminars and shares information with other nursing staff; makes written recommendations on updated nursing procedures to management after attending each seminar.

- Participates with other nursing staff in determining conditions, resources, and policies essential to the delivery of services.
- Maintains environmental conditions conducive to the comfort and safety of patients.
- Acts as liaison with State Health Services for reports and follows up on communicable diseases.
- May provide staff relief for the Senior Center and Alzheimer's Center.
- Other duties, responsibilities, and activities may change or be assigned at any time with or without notice.

## **Typical Qualifications**

### **MINIMUM EDUCATION AND EXPERIENCE REQUIREMENTS:**

- High School Graduation or GED equivalent.
- Four (4) years of nursing experience, preferably with geriatric patients or an equivalent combination of education, training and experience.
- Must possess and maintain a valid state driver's license with an acceptable driving history.
- Florida Licensed Practical Nurse (LPN).

## **Knowledge, Skills and Abilities, Work Environment and Work Hours**

### **KNOWLEDGE, SKILLS AND ABILITIES:**

- Knowledge of the basic principles and practices of nursing.
- Knowledge of community resources and medical/health providers in the community.
- Skill in nursing techniques and practices in dealing with older people and in completing health assessments for seniors.
- Ability to plan, organize and coordinate health services with medical providers.
- Ability to use small office equipment and computers.

### **PHYSICAL DEMANDS:**

*Physical demands refer to the requirements for physical exertion and coordination of limb and body movement.*

- Performs sedentary work that involves walking or standing some of the time and involves exerting up to 10 pounds of force on a regular and recurring basis or sustained keyboard operations.

### **WORK ENVIRONMENT:**

*Unavoidable hazards refer to the job conditions that may lead to injury or health hazards even though precautions have been taken.*

- None.

### **WORK HOURS**

Monday – Friday 8am- 5pm (May be required to work nights, weekends and holidays to meet the business needs of the City.)

### **AMERICANS WITH DISABILITIES ACT COMPLIANCE**

The City of Deerfield Beach is an Equal Opportunity Employer. ADA requires the City to provide reasonable accommodations to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.

### **ESSENTIAL SAFETY FUNCTIONS**

It is the responsibility of each employee to comply with established policies, procedures and safe work practices. Each employee must follow safety training and instructions provided by their supervisor. Each employee must also properly wear and maintain all personal protective equipment required for their job. Finally, each employee must immediately report any unsafe work practices or unsafe conditions as well as any on-the-job injury or illnesses.

Every manager/supervisor is responsible for enforcing all safety rules and regulations. In addition, they are responsible for ensuring that a safe work environment is maintained, safe work practices are followed, and employees are properly trained.

## **EMERGENCY MANAGEMENT RESPONSIBILITIES**

Note: During emergency conditions, all City employees are automatically considered emergency service workers. City employees are subject to being called to work in the event of a disaster, such as hurricane, or other emergency situations and are expected to perform emergency service duties as assigned.

The City of Deerfield Beach values the service veterans and their family members have given to our country and supports the hiring of returning service members and military spouses.

## **IMPORTANT APPLICATION INFORMATION AND INSTRUCTIONS**

### **Salary:**

Salary ranges are listed on the job announcement and are based on the unique skills, education, and experience for the position. Appointments are typically made at the starting pay of the grade for candidates. Additional consideration may be given those candidates whose experience/education exceed the minimum qualifications.

### **Selection Process:**

All applicants must submit clear, concise and complete information regarding all relevant work history and qualifications for the position. It is the applicant's responsibility to update their NEOGOV profile with work experience, education, certifications and personal contact information when submitting each application. Submitted applications will be reviewed and only those applicants determined to be most qualified on the basis of experience, training and education, as submitted on the application, will be invited to participate further in the selection process. Communication regarding your application and/or status will be sent to the email address listed on your application. Please check your email regularly throughout the recruitment process. Candidates selected for to interview will be contacted for a phone interview. Candidates not selected will be notified via email.

### **Background Investigation:**

Candidates who have successfully completed all prior phases of the selection process will be subject to a thorough pre-employment background investigation, which may include, an extensive criminal history, motor vehicle history, verification of current and prior employment, fitness for duty physical, drug screening, Level II fingerprint clearance, Department of Transportation (DOT) certifications and Clearinghouse registration, and any other relevant screenings required for the position.

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### **Agency**

City of Deerfield Beach

### **Address**

150 NE 2nd Avenue

Deerfield Beach, Florida, 33441

### **Website**

<http://www.deerfield-beach.com>

## **Licensed Practical Nurse Supplemental Questionnaire**

### **\*QUESTION 1**

**Which of the following best describes your highest level of education?**

- ☐ Less than High School
- ☐ High School Diploma or Equivalent
- ☐ Associate's Degree
- ☐ Bachelor's Degree
- ☐ Master's Degree or higher

### **\*QUESTION 2**

Which of the following best describes your nursing experience, preferably with geriatric patients? Your response must be validated by the information provided in the WORK EXPERIENCE section of your application and will be verified by Human Resources if selected.

- ☐ Less than one year
- ☐ More than 1 year but less than 2 years
- ☐ More than 2 years but less than 3
- ☐ More than 3 years but less than 4
- ☐ 4 years or more

**\*QUESTION 3**

Do you possess a current and valid LPN license? (If Yes, please attach to application)

- ☐ Yes
- ☐ No

**\*QUESTION 4**

Do you have possession of a valid Florida driver's license with an acceptable driving history? (must remain valid throughout employment)

- ☐ Yes
- ☐ No

**\*QUESTION 5**

Where did you hear about this job opportunity?

- ☐ Governmentjobs.com
- ☐ LinkedIn
- ☐ Social Media
- ☐ Deerfield-beach.com
- ☐ Word of Mouth
- ☐ Other

\* Required Question