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GOVERNOR

STATE OF ALABAMA
DEPARTMENT OF MENTAL HEALTH
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ZELIA BAUGH
COMMISSIONER

BEATRICE J. MCLEAN
FACILITY DIRECTOR

AN EQUAL OPPORTUNITY EMPLOYER
ANNOUNCEMENT OF INTENT TO FILL A VACANT NON-MERIT POSITION

JOB TITLE: Mental Health LPN I (3 Positions)

NUMBER: 11-08

JOB CODE: N1000

POSITION #: 8805543,
8805562, 8805569

JOB LOCATION: Searcy Hospital, Mt. Vernon, AL

DATE: 10/6/2011

SALARY: (62) \$27,120.00 - \$41,258.40 (Annually)

QUALIFICATIONS: A standard high school graduation, supplemented by graduation from a state-approved school of practical nurse education. Possession of a certificate of registration as a Practical Nurse issued by the Alabama Board of Nursing.

KIND OF WORK: This is a responsible technical nursing work position, which provides care to clients/patients in a state mental health facility. Employees in this class perform technical nursing duties in assisting physicians and professional nurses in routine facility activities such as dispensing medication, checking client vital signs, performing routine laboratory procedures, and maintaining medical records. Employee may serve as a QMHP as applicable.

Kind of work includes administering medications by PO, IM, SQ, SL, suppositories, monitoring IVs, and applying topical and inhalation medications, and other treatments as prescribed by the physician. Writing client/patient information such as daily shift reports, data base information, contact reports, incident reports, illnesses, vital signs, medical record summaries, etc. Examining clients/patients for objective symptoms using a stethoscope, thermometer, flashlight, otoscope, etc. Conversing with clients/patients using physician's orders and treatment plans. Applying first aid treatment to client/patients. Supporting physician during physicals and mental examinations. Discussing client/patient medication with pharmacist using physician order form. Collecting specimen. Attending meetings such as daily team meetings, habilitation team meetings, in-service training sessions, and any other meetings as may be required following facility policies and procedures in order to exchange information with other facility staff. Transcribing/writing/completing physician orders, progress notes, forms, reports, etc.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES: Ability to read and comprehend documents such as lab slips, physician orders, progress notes, etc. Knowledge of prescribed medication types. Ability to communicate orally and in writing. Knowledge of facility

equipment/medical supplies such as suction machines, suture trays, bandages, glucometer, oxygen tanks, etc. Knowledge of normal vital signs and body functions. Knowledge of first-aid techniques. Knowledge of isolation techniques. Knowledge of specimen types. Ability to organize job tasks. Knowledge of restraint techniques.

METHOD OF SELECTION: Applicants will be rated on the basis of an evaluation of their training, experience, and education and should provide adequate work history identifying experiences related to the duties and minimum qualifications as above mentioned. All relevant information is subject to verification.

HOW TO APPLY: Use an official Application for Professional Employment (Exempt Classification) which may be obtained from this office. Applications may also be obtained from our website at www.mh.alabama.gov. Applications should be returned to **SEARCY HOSPITAL, OFFICE OF HUMAN RESOURCES, P.O. BOX 1090, MT. VERNON, AL 36560** by **UNTIL FILLED** in order to be considered for this position.

COPIES OF LICENSES/CERTIFICATIONS SHOULD BE FORWARDED WITH YOUR APPLICATION OR FURNISHED DURING INTERVIEW. AN OFFICIAL COPY OF ACADEMIC TRANSCRIPTS IS REQUIRED AND MUST BE FORWARDED BY THE COLLEGE OR UNIVERSITY TO THE OFFICE OF HUMAN RESOURCES AT THE ABOVE ADDRESS. DRUG SCREENING REQUIRED.