



Macon County Health Department

Job Opening

- Job Title:** Clinic Nurse – Licensed Practical Nurse (LPN)
- Division:** Clinical Nursing Services (CNS)
- Minimum Qualifications:** Must have certification of graduation from Licensed Practical Nurse (LPN) program. Must have a current Illinois LPN license by examination through the Illinois Department of Regulation. One year of experience in a generalized family-centered nursing program in a community health agency preferred. Must pass the Sexually Transmitted Diseases (STD) and Human Immunodeficiency Virus (HIV) Home Study courses and complete the integrated Illinois Department of Public Health (IDPH) STD/HIV counselor training course. Must be knowledgeable in immunizations. Must be able to establish and maintain positive working relationships with patients, healthcare providers, community agencies, the general public, and other professional personnel. Must have the ability to work with diverse community groups. Must have the ability to work with diverse community groups. Licensed Practical Nurse must submit proof of 20 Continuing Education Units (CEUs) every license period; copy of license; and copy of CPR/AED card.
- Requires an individual be physically able to meet the demands of the job including bending, squatting, lifting up to 25 pounds, and assisting with holding during immunizations. Must be physically able to get in and out of car many times per day in all types of weather and be able to adapt in a positive manner to various client living conditions. Must have a dependable vehicle for use during work hours, valid Illinois Driver's License, and appropriate auto insurance.
- Summary of Job Duties:** Assists with immunization, influenza, Sexually Transmitted Infection (STI), and additional clinics, TB and lead tests as needed. Interviews at immunization clinic to assess immunization status. Provides education to parents/guardians on immunizations and side effects. Completes required forms and schedules immunization appointments. Administers immunizations as needed in immunization and influenza clinics. Schedules appointments for immunization clinics as needed in clinic, walk-in, and on the phone. Periodically evaluates and continues to contact those who have failed their immunization appointments and/or are behind on immunizations. Works with the Lead Grant Program as the Lead Nurse. Provides follow-up case management for high lead level cases as defined by the Illinois Department of Public Health (IDPH). Retains general knowledge of all health department programs and provides information to customers. Completes all required documentation in the lead grant program, Healthy Housing and Lead Poisoning Surveillance System (HHLPPSS). Submits monthly and quarterly reports to the Director of CNS. Directs clients to needed MCHD services. Counsels patients on STI/HIV/Hepatitis risks and prevention during STI clinic.
- How to Apply:** Applications can be picked up at the Macon County Health Department Front Desk at 1221 E. Condit, Decatur, Illinois, or you can go to our website, www.maconcountyhealth.org to print a copy of the application. Completed applications should be submitted to Macon County Health Department Attention: HR at 1221 E. Condit, Decatur, Illinois, 62521 or emailed to hr@maconchd.org.