

POSITION: Licensed Practical Nurse
OFFICE/DEPARTMENT: Health and Human Services
REPORTS TO: Department Director
UNION STATUS: Represented by Local 367-C
SALARY GRADE: 11
DATE APPROVED: October 2005

1.0 PRIMARY FUNCTION AND PURPOSE

Provides health assessment for individuals, families, groups and the community. Provides individual and group health promotion and disease prevention activities in a variety of settings including clinic, home and schools.

2.0 ORGANIZATIONAL RELATIONSHIPS

2.1 Supervision Received

Persons in this position are expected to perform the essential duties and responsibilities defined in Section 3.0 under the general supervision of the Personal Health Services Coordinator and Department Director.

2.2 Supervision Exercised

None.

3.0 ESSENTIAL DUTIES AND RESPONSIBILITIES

3.1 General Duties

Work in clinic setting using knowledge of principles of nursing; symptoms, treatment and control of disease processes; medical terminology, human anatomy and physiology; medical recordkeeping and report writing.

Be able to advise patients and family on care and treatment of diseases and disorders, write clear reports and maintain accurate patient records, and follow written program guidelines, standing orders, and regulations.

Represents the Health & Human Services Department on community health-related committees and boards, reports on group's activities and advises the group on public health issues.

Participates in Health & Human Services Department planning and evaluation through participation in team, staff and agency meetings and periodic reviews. Participates in quality assurance activities as directed by supervisor. Makes recommendations to update health care policies, procedures and records as requested.

Prepares histories related to client medical concerns, maintains confidential client records and prepares statistical reports applicable to assigned area as required.

Provides outreach and linkage to health and social service programs for the Medicaid-eligible population.

3.2 Communicable Disease

Provides communicable disease investigation, treatment (including administering prescribed medications and immunizations), education and prevention per department protocol as needed.

3.3 Maternal & Child Health

Promotes parenting skills and the prevention of child abuse and neglect.

Provides health consultation, education, assessment and prevention services.

3.4 STD/AIDS

Provides clients with family planning, sexuality and risk reduction counseling.

Provides pre and post-test HIV counseling, draws serology specimens and coordinates partner notification with Region 6 Public Health Advisor.

Provides education and consultation regarding sexually transmitted diseases to clients, families, and community groups.

4.0 PERIPHERAL DUTIES

Other related duties as assigned.

Provides backup for related positions.

5.0 EDUCATION AND EXPERIENCE

Graduation from an accredited School of Licensed Practical Nursing. Two years of experience as a Licensed Practical Nurse, preferably in a public health setting.

Required to possess a valid Washington Licensed Practical Nursing license; possess a valid Washington State driver's license and pass a driving record abstract that meets County standards; pass a criminal background check; assume responsibility for continuing education through workshop attendance, journal review, use of consultants, and participation in professional associations to insure adherence to current, safe and legal practices.

6.0 NECESSARY KNOWLEDGE, SKILLS AND ABILITIES

Requires Considerable knowledge of the field of assignment sufficient to perform thoroughly and accurately the full scope of responsibility as illustrated by example in this job description; medical terminology, anatomy and physiology; diagnostic tests and treatments commonly ordered; infection control and sterilization; and cardiopulmonary resuscitation; laws, rules and regulations applicable to area of assignment; Public Health core functions, Nursing Process, subjective and objective assessments, nursing diagnosis and intervention and evaluation of outcomes; safety precautions, practices and procedures applicable to area of assignment.

Requires Working knowledge of English grammar and composition, spelling and arithmetic.

Must possess basic computer skills.

Requires the ability to communicate effectively, both orally and in writing, in clear, concise language appropriate for the purpose and parties addressed; communicate comfortably and sensitively with clients and professionals regarding human sexuality; satisfactorily perform each of the essential duties and responsibilities identified in Section 3; use tact, discretion and courtesy to gain the cooperation of others and establish and maintain effective working relationships and rapport with co-workers, volunteers, other

departments, representatives of other agencies and businesses and diverse members of the public; fulfill the commitment of the County to provide outstanding and effective public, inter- and intra- departmental service; maintain accurate records; be attentive to detail when making decisions; consistently follow written and oral instructions, policies, procedures and legal guidelines; and function within the Nurse Practice Act; read, understand, interpret and apply appropriately the terminology, instructions, policies, procedures, principles, legal requirements and regulations pertinent to area of assignment; organize, prioritize and coordinate work assignments; work effectively in a multi-task environment; take appropriate initiative; apply good judgment and logical thinking to obtain potential solutions to problems; and make reasoned decisions within the scope of knowledge and authority or refer to the appropriate information source; initiate, compile, compose and/or edit correspondence, records and reports relevant to area of assignment and assure all pertinent information from appropriate sources is included; proficiently use and maintain medical and emergency equipment and supplies standard to the area of assignment; work independently or cooperatively as a member of a multi-disciplinary team; maintain confidentiality; and use appropriate safety equipment and follow established work safety policies, practices and procedures.

7.0 BEHAVIORAL STANDARDS

Positively represents the County, demonstrating honest and ethical behavior. Is respectful and courteous to the public, county leadership and other employees. Demonstrates good work habits.

8.0 WORKING ENVIRONMENT/PHYSICAL REQUIREMENTS

Physical Requirements: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job in a medical clinic setting and other areas throughout the community.

While performing the duties of this job, the employee is frequently required to stand for extended periods of time and move quickly. Employee sits, stands, climbs stairs and walks in providing service to clients. May lift and carry supplies, equipment and/or children weighing up to 50 pounds. May be required to run or move quickly in case of an emergency. May be exposed to a variety of environmental or chemical allergens. Wears latex gloves, safety glasses and/or other personal body protection as required to meet universal health precaution requirements.

Work Environment: The work environment characteristics described here is representative of those an employee encounters while performing the essential functions of this job in a medical clinic setting and other locations throughout the community.

The noise level in all work environments will vary from low to moderately noisy.

Standard equipment used in this position includes, but is not limited to, personal computer, blood pressure cuff, stethoscope, otoscope, audiometer, infant and adult scales, syringes and measure board.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.

9.0 SELECTION PROCESS

The selection process will include a formal application and evaluation of education and experience, and may also include an oral interview, background and/or reference checks and job- related tests.

The duties set forth in this position description are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

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Commissioner Kaino moved to approve Community Development Block Grant Contract No. 05-64005-051 with the State Department of Community, Trade and Economic Development regarding the Lebam Water Project – 3rd Well. Chairman Cuffel seconded. Commissioner Hamilton abstained (due to her being a resident of Lebam). Motion carried.

1. CONTRACT NO. 05-64005-051 – State CTED JOURNAL #41 PAGE 141
Lebam 3rd Well Project

Commissioner Kaino moved to adopt Resolution No. 2005-053 in the matter of adjusting the business and facility hours for December 23, 2005. Commissioner Hamilton seconded, motion carried.

2. RESOLUTION NO. 2005-053 JOURNAL #41 PAGE 141

Discussion held regarding requests received for assistance from the Low-Income Assistance Fund No. 127 for residents needing relocation from the condemned Crystal Apartments in Raymond. Following discussion, **Commissioner Kaino moved to authorize the expenditures in the amount of \$752.27 for Mayra Quintana and \$892.27 for Juan Ragel, subject to a return of these funds in the event that any amount of the deposit is available at a future date for replacement back into Fund 127. Commissioner Hamilton seconded, motion carried.**

On recommendations of the Risk Manager, **Commissioner Kaino moved to approve the Brokerage Services Proposal received from Willis, Inc. regarding the underground storage tank located at the Courthouse facility, 300 Memorial Drive. Commissioner Hamilton seconded, motion carried.**

Commissioner Hamilton moved to adopt Resolution No. 2005-054 in the matter of modifying the Personnel Policy, Rules and Regulations to include the new job description of Licensed Practical Nurse. Commissioner Kaino seconded, motion carried.

3. RESOLUTION NO. 2005-054 JOURNAL #41 PAGE 141

Letter received from the Oysterville Design Review Board advising of their recommendation of approval pertaining to the remand of Peter and Linda Janke Permit Application. (*Closed Record Hearing set for 11/22/05*).

Commissioner Kaino moved to approve October 2005 payroll in the amount of \$608,129.91, subject to adequate budget appropriations. Commissioner Hamilton seconded, motion carried.

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October 11, 2005

Don Larsen updated the Flood Control Zone District #1 Board of Supervisors on various Flood Control issues.

Discussion held regarding a proposed new job description of a License Practical Nurse for the Health Department. Following discussion, **Commissioner Kaino moved to forward the proposed job description to the 367C Labor/Management Committee for consideration and recommendation back to this Board. Chairman Cuffel seconded, motion carried.**

Kathy Spoor advised the Board that the Long Beach Health Clinic was recently burglarized of computers, a printer and other various items. She advised that she is looking into costs of installing an alarm system.

Discussion held regarding a request received from Joel Penoyar-Superior Court Judge regarding the need for a Non-Debatable Emergency to cover costs for extra expenses regarding investigations and negotiations relating to the Indigent Defense Contract. Following review and discussion, **Commissioner Kaino moved to adopt Resolution No. 2005-044 in the matter of a non-debatable emergency in the amount of \$1,150 for the Pacific County Superior Court 2005 Budget. Chairman Cuffel seconded the motion. For the record, Commissioner Hamilton was not in attendance during this meeting but was provided reasonable notice of this meeting and the request to be brought before the Board and voiced her approval of the non-debatable emergency request. Motion carried.**

1. RESOLUTION NO. 2005-044

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Chairman Cuffel moved to authorize and confirm the South District Court Administrator's signature on a rental agreement with Todd and Karen Kaino for rental of property described as Long Bch Blk 82, Lot 10 Lots 01-N. 30' for locating of the South District Court Facility. Commissioner Kaino stated that he would normally abstain from voting on this matter, as the Landlord is a relative of his and also stated that he would have no financial gain from approving of this Rental Agreement. Following his statement and noting the matter could not be delayed, Commissioner Kaino moved that out of necessity due to Commissioner Hamilton not in attendance, he would second the motion. Motion carried.

2. RENTAL AGREEMENT-South District Court

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install the siding with 8 inches to the weather as specified in the proposal documents instead of the 10.5 exposure submitted on the Proposal / Recommendation Form. Also to accept the proposal received from Eubanks of Centralia, WA for replacement of the back door into General Administration at a cost of \$2,305.85, all subject to adequate budget appropriations. Commissioner Hamilton seconded, motion carried.

Commissioner Kaino moved to authorize, as requested, leave credit transfers according to current county policy and assign an expiration date of December 31, 2005. Commissioner Hamilton seconded, motion carried. (See file for details)

Commissioner Kaino moved to recognize that Joan Kaczmarek-Planner has completed her 6-month probation with Pacific County and that she be confirmed as a regular full time employee (effective November 1, 2005). Commissioner Hamilton seconded, motion carried.

Discussion held regarding a new Job Description for a Licensed Practical Nurse in the Health and Human Services Department. Kathy Spoor advised that the Labor Management Committee has reviewed and approved the job description. Following discussion, **Commissioner Hamilton moved to approve the new Job Description for a Licensed Practical Nurse represented by 367C and placed as a Grade 11 position. Commissioner Kaino seconded, motion carried.**

On recommendations of staff, **Commissioner Hamilton moved to authorize the Health & Human Services Department to purchase a bike trailer for youth programming with the one time Leadership award funds in the amount of \$2,000 plus tax. Commissioner Kaino seconded, motion carried.**

Commissioner Kaino moved to authorize Superior Court to dispose of a Lanier Transcriber in accordance with Inventory Procedures. Commissioner Hamilton seconded, motion carried.

Discussion held regarding an Agreement with Surfside Homeowners Association regarding Deputy Sheriff Services. Following discussion with the Prosecutor regarding language pertaining to termination of a deputy, the issue was deferred to the Board's next meeting.

Request received from the Sheriff's Office regarding the need for a supplemental appropriation pertaining to the Lewis and Clark event. Matter deferred to a later time.

BEFORE THE BOARD OF COUNTY COMMISSIONERS
PACIFIC COUNTY, WASHINGTON

RESOLUTION NO. - 2005-054

A RESOLUTION MODIFYING THE PERSONNEL POLICY, RULES AND REGULATIONS.

WHEREAS, various provisions in Chapters 36.16 and 36.17, RCW, and RCW's 36.32.390 and 36.32.400 authorize this Board to set the salaries and to provide appropriate benefit plans and payments for the officers and employees of the County of Pacific; and

WHEREAS, this Board has adopted and implemented a policy for administration of personnel rules and regulations to provide equality of employment for all employees of the County of Pacific that needs to be regularly reviewed and periodically modified; and

WHEREAS, the 367C Labor/Management Committee acted on October 18, 2005 to recommend the Board of County Commissioners accept the attached job description for the represented Salary Grade position of Licensed Practical Nurse; and

WHEREAS, said policy requires formal resolution of this Board for certain forms of compensation and benefits; now, therefore,

BE IT RESOLVED BY THE BOARD OF COUNTY COMMISSIONERS, THE LEGISLATIVE AUTHORITY OF AND FOR THE COUNTY OF PACIFIC, STATE OF WASHINGTON, that the represented Salary Grade 11—Licensed Practical Nurse (Health Department) position description is hereby approved and classified this date; and

BE IT STILL FURTHER RESOLVED that this resolution is deemed to have become effective the 25th day of October, 2005, and replaces the relevant sections of Resolutions which conflict herewith.

PASSED by the Board of Pacific County Commissioners the 8th day of November, 2005, meeting in regular session at South Bend, Washington, by the following vote, then signed by its membership and attested to by its Clerk in authorization of such passage
3 YEA; 0 NAY; 0 ABSTAIN; and 0 ABSENT.

APPROVED AS TO FORM:

David Burke
Prosecuting Attorney

BOARD OF COUNTY COMMISSIONERS
PACIFIC COUNTY, WASHINGTON

Norman B. Cuffel
Norman B. Cuffel - Chairperson

Pat Hamilton
Pat Hamilton - Commissioner

ATTEST:

Kathy Nason
Clerk of the Board

Jon C. Kaino
Jon C. Kaino - Commissioner