

**TEXAS DEPARTMENT OF CRIMINAL JUSTICE
JOB DESCRIPTION**

POSITION TITLE: LICENSED VOCATIONAL NURSE III -
Preventive Medicine

SALARY GROUP: A15

DEPARTMENT: Health Services Division

Page 1 of 3

CERTIFICATION: I certify that, to my knowledge, this is an accurate and complete description of the essential functions and the conditions required for this position.

APPROVED BY: C. Black-Edwards DATE: 04/16/2015

POSITION #: 030236

I. JOB SUMMARY

Provides highly complex vocational nursing work. Work involves providing for the care, treatment, and general welfare of patients. Works under general supervision with moderate latitude for the use of initiative and independent judgment.

II. ESSENTIAL FUNCTIONS

- A. Consults with other agencies, physicians, and individuals on the treatment, control, and prevention of communicable and chronic diseases; and conducts surveys related to communicable diseases in prisons.
 - B. Participates in the management of epidemiological data gathering and analysis and prepares recommendations for disease control; assists in formulating definitions, standards, and policies for the effective and efficient administration of public health services and enforcement of public health laws and regulations; and evaluates activities and practices in order to improve efficiency and determine program effectiveness.
 - C. Participates in planning and conducting various health training courses; assists in developing training films and materials; and assists in evaluating the effectiveness of educational programs.
 - D. Advises unit Coordinator of Infectious Diseases (CID) nurses of infection control interventions.
- * Performs a variety of marginal duties not listed, to be determined and assigned as needed.

III. MINIMUM QUALIFICATIONS

- A. Education, Experience, and Training
 - 1. Graduation from a Licensed Vocational Nurse Program.
 - 2. Three years full-time, wage-earning experience as a vocational nurse.
 - 3. Public health nursing experience preferred.

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Page 2 of 3

4. Correctional nursing experience preferred.
5. Computer operations experience preferred.
6. Must have a valid, current, and unrestricted license to practice licensed vocational nursing as approved by the Texas Board of Nursing.

Must maintain valid license(s) for continued employment in position.

B. Knowledge and Skills

1. Knowledge of vocational nursing techniques, procedures, practices and theory, sanitation and personal hygiene, and of medical terminology.
2. Knowledge of methods, techniques, and practices of medical records.
3. Knowledge of applicable state and federal laws, rules, regulations, and statutes.
4. Knowledge of communicable disease control principles preferred.
5. Knowledge of agency and departmental organizational structure, policies, procedures, rules, and regulations preferred.
6. Skill to communicate ideas and instructions clearly and concisely.
7. Skill to coordinate with other staff, departments, officials, agencies, organizations, and the public.
8. Skill to interpret and apply rules, regulations, policies, and procedures.
9. Skill in problem-solving techniques.
10. Skill to train others.
11. Skill to prepare and maintain accurate records, files, and reports.
12. Skill to review technical data and prepare technical reports.
13. Skill to plan work in order to meet established guidelines.

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Page 3 of 3

14. Skill in the use of computers and related equipment in a stand-alone or local area network environment.
15. Skill in the use of Microsoft Office Suite or equivalent to include word processing, spreadsheet, database, or presentation software programs.

IV. ADDITIONAL REQUIREMENTS WITH OR WITHOUT REASONABLE ACCOMMODATION

- A. Ability to walk, stand, sit, kneel, push, stoop, reach above the shoulder, grasp, pull, bend repeatedly, identify colors, hear with aid, see, write, count, read, speak, analyze, alphabetize, lift and carry under 15 lbs., perceive depth, operate a motor vehicle, and operate motor equipment.
- B. Conditions include working inside, working around machines with moving parts and moving objects, radiant and electrical energy, working closely with others, working alone, working protracted or irregular hours, and traveling by car, van, bus, and airplane.
- C. Equipment (machines, tools, devices) used in performing only the essential functions include computer and related equipment, typewriter, calculator, copier, fax machine, telephone, and automobile.