



# OTSEGO COUNTY CONTINUOUSLY ACCEPTS APPLICATIONS FOR:

## OTSEGO MANOR: LICENSED PRACTICAL NURSE (PART-TIME) \$15.7804/HR

FOR FURTHER INFORMATION PLEASE CONTACT THE PERSONNEL DEPARTMENT,  
197 MAIN STREET, COOPERSTOWN, NY 13326 607-547-4239 OR [www.otsegocounty.com](http://www.otsegocounty.com).

Residence Requirement/Preference: There are no residency requirements for the above vacancy. However preference in appointment may be given to residents of Otsego County.

BACKGROUND INVESTIGATION: Applicants may be required to undergo a State and national criminal background investigation, which will include a fingerprint check, to determine suitability for appointment. Failure to meet the standards for the background investigation may result in disqualification or dismissal.

DISTINGUISHING FEATURES OF THE CLASS: The work involves the routine care of patients in accordance with a detailed and well-defined patient care plan under direct supervision of a Registered Professional Nurse or Program Supervisor. Assignments concerning patient care are given specifically with limited leeway allowed for exercise of independent judgment. Supervision may be exercised over the work of Nursing Assistants.

TYPICAL WORK ACTIVITIES:

- Carries out uncomplicated therapeutic treatment such as giving enemas, preparing and applying simple dressings and administering certain medications in accordance with established policy
- Assists in the implementation of the nursing care plan
- Takes the temperature, notes the rate of pulse and respirations and observes and records other signs and symptoms as directed
- Collects specimens and assists in carrying out diagnostic procedures under supervision
- Assists in the admission and discharge of patients
- Assists patients in performing ambulation exercise and maintaining proper joint motion
- Cares for equipment used in care of patients as directed
- Makes beds and performs other tasks designed to provide a suitable environment for patients
- Bathes patients and gives personal hygienic care
- May assist in incidental cleaning and laundry, distributing meals, resident feeding, and resident transportation as needed

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES: Working knowledge of nursing techniques and their relation to medical and surgical practices; working knowledge of hospital sanitation and hygiene; ability to carry out therapeutic treatments prescribed; ability to understand and carry out exactly detailed oral and written instructions; ability to keep records and make reports; ability to get along well with patients and others; cheerfulness; good moral character; patience; emotional stability; good physical condition.

MINIMUM QUALIFICATIONS: Completion of a course of study approved by the State Education Department as qualifying for Licensed Practical Nurse

SPECIAL REQUIREMENT FOR ACCEPTANCE OF APPLICATIONS: Eligibility for a license issued by the State of New York to practice as a Licensed Practical Nurse. Possession of license at the time of appointment.

Adopted Otsego County CS – 4/1/76

Rev. 8/28/00

CLASSIFICATION: Non-Competitive

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