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| Position Code: 8090 | FLSA Status: Non-Exempt |
| Pay Code: 3 | EEO Category: 3 |

GENERAL DESCRIPTION OF CLASS

The purpose of the class is to assist in the care of clients under medical supervision. The class is responsible for assisting physicians, dispensing of medication, record keeping, inventory, and assisting with resident supervision. The class works according to some procedures; decides how and when to do things under general supervision.

| TYPICAL TASKS | |
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| | <ul style="list-style-type: none"> • Assists physician with medication and evaluation clinics. • Dispenses medication to clients as directed by physician. • Oversees medical records of medication dispensed to clients. • Serves as liaison for clients with community physicians and community mental health agency in providing services to clients. • Maintains inventory of supplies and prescription drugs under direction of supervisor. • Maintains inventory of supplies and prescription drugs under direction of supervisor. • Observes clients receiving medicine and reports reactions to supervisor. • Interprets physician instructions to clients and responds to client inquiries regarding medical treatment. • Assists counseling staff with supervision of residents as needed. • Performs other related duties as assigned. |

| GENERAL STANDARDS | |
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| Data Involvement | Copies, transcribes, enters, or posts data or information. |
| Interpersonal/People Involvement | Serves others, such as customers; attends to their requests and exchanges information with them. |
| Reasoning Requirements | Performs skilled work involving rules/systems; solves problems almost constantly. |
| Mathematical Requirements | Uses basic algebra involving variables and formulas; computes ratios, rates, and percents. |
| Language Requirements | Reads technical instructions, procedures manuals, and charts to solve practical problems; composes routine reports and forms; speaks compound sentences using normal grammar and word form. |
| Mental Requirements | Performs specialized technical or entry level professional work requiring general understanding of operating policies and procedures and their application to problems not previously encountered; applies specialized technical or professional principles in the solution of problems; requires normal attention with short periods of concentration for accurate results and occasional exposure to unusual pressure. |
| Decisions/Supervisory Control | Directs actions of others, making decisions almost constantly, affecting coworkers, clients, and others in the general public. |

| EDUCATION, EXPERIENCE AND SPECIAL REQUIREMENTS | |
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| Vocational/Educational Requirement | Requires a diploma in practical nursing. |
| Experience | In addition to satisfying the vocational/education standards, this class requires a minimum of one year of related, full-time equivalent experience. |

Special Certifications and Licenses

Requires licensure as a Licensed Practical Nurse by the Commonwealth of Virginia or a reciprocal state (according to the Nurse Licensure Compact as prescribed by the National Council of State Boards of Nursing). Also requires certification in CPR, Multi-media First Aid, and Handle With Care. May require a valid driver's license and a driving record that is in compliance with City Driving Standards.

AMERICANS WITH DISABILITIES ACT (ADA) REQUIREMENTS

The City of Chesapeake is an Equal Opportunity Employer. ADA requires the City to provide reasonable accommodations to qualified individuals with disabilities. Prospective and current employees are invited to discuss accommodations.

This is a class specification and not an individual position description. A class specification defines the general character and scope of duties and responsibilities of all positions in a job classification, but is not intended to describe and does not necessarily list the essential job functions for a given position in a classification.