

**JEFFERSON COUNTY
EMPLOYMENT OPPORTUNITY**

Job Title: Registered Nurse
Department: Public Health
Unit: Port Arthur Office
Reports To: Nursing Unit Supervisor
Salary: \$29.0144/hr
Application Deadline: Open until filled

Summary: Provides quality nursing care, health education and health maintenance. Assists County Physician in the care of low income patients and provides effective health care to the general public.

DUTIES AND RESPONSIBILITIES

Essential Job Functions: Conducts adult screenings at clinic; assists physicians during routine clinic visits and in surgery; performs lab tests, special procedures and physical therapy as required; sets up appointments; staffs satellite immunization clinic and medical indigent care clinic; transports supplies as needed; consults with other unit staff on patients and office problems; maintains charts and records on all clinic patients; prepares monthly reports as required; ensures adequate inventory and maintenance of clinic equipment, supplies and required drugs; checks and maintains emergency equipment on a regular basis. Regular and predictable attendance is an essential function of this position.

Other Job Functions: Performs other job related duties as directed.

NOTE: The above describes the general nature and level of work being performed by employees holding this position. This is not intended to be an exhaustive list of all duties and responsibilities required nor are all duties listed necessarily performed by any one employee so classified.

EQUIPMENT USED: Telephone; computer; calculator; medical equipment; inhalation therapy; sterilization machine; blood pressure cuff; spirometer; EKG; vehicle.

JOB REQUIREMENTS

Education & Experience: Nursing degree from an accredited college; 2 years nursing experience preferred.

Knowledge, Skills & Abilities: Strong communications skills; detail oriented; adaptable to varying and emergency situations; knowledge of unit procedures, requirements and equipment; ability to deal effectively with the public.

Specialized Requirements: Must be a Registered Nurse in the State of Texas; bi-lingual (Spanish) preferred.

WORK SITUATIONS/DEMANDS/EFFORT: Organizational skills; accuracy; attention to detail; ability to deal with varying and emergency situations; independent decision making required, particularly in emergency situations; and organizational skills.

WORKING CONDITIONS: Private office shared with others in a climate-controlled area open to public and office traffic. Must be available to work Monday through Friday, 8:00 a.m. - 5:00 p.m., overtime when necessary.

PHYSICAL REQUIREMENTS: Requires walking, some lifting up to 15 lbs. and vehicle use. Heavy patient contact with potential exposure to disease.

**Apply at: Human Resources Department
Jefferson County Courthouse, Annex 1 Building**

1225 Pearl St., Suite 201, Beaumont, TX 77701

(409) 839-2391

Fax: (409) 839-2399

E-mail resumes and/or signed applications to: hrdept@co.jefferson.tx.us

Jefferson County is an equal opportunity employer. The County does not discriminate on the basis of race, color, national origin, sex, religion, age or disability in employment or the provision of services. To request a reasonable accommodation or other assistance, contact a Human Resources representative at (409) 839-2391, or for the hearing impaired, through RELAY Texas at 1-800-735-2989 or mail your request to 1225 Pearl St., Suite 201, Beaumont, Texas 77701.