

**Henry P. Roybal**  
*Commissioner, District 1*

**Anna Hansen**  
*Commissioner, District 2*

**Rudy N. Garcia**  
*Commissioner, District 3*



**Anna T. Hamilton**  
*Commissioner, District 4*

**Hank Hughes**  
*Commissioner, District 5*

**Katherine Miller**  
*County Manager*

**102 Grant Ave; Santa Fe, New Mexico 87501 Phone: 505-992-9880 Fax: 505-992-9895**

**Job Title: LPN**

<b>Department/Division:</b>	<b>Public Safety Department/Adult Detention Facility</b>
<b>Salary:</b>	<b>Starting pay of \$25.00/hr. Please refer to attached wage scale. Range: 29</b>
<b>Position Status:</b>	<b>Full-Time/Classified</b>
<b>FLSA Status:</b>	<b>Covered</b>
<b>Closing Date:</b>	<b>June 30, 2022</b>
<b>Job #:</b>	<b>6-2022-009</b>

*The following duties ARE NOT intended to serve as a comprehensive list of all duties performed by all employees in this classification, only to provide a summary of the major duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

**Primary Purpose:**

Contributes to the nursing process through on-going systematic data collection, assisting in the health assessment, recording observation, goal identification, and patient health education.

**Essential Job Functions:**

- In a team with the Registered Nurses, contributes to the Nursing Assessment. Initiates the admission process and assists with the identification of recurrent health problem, symptoms and behavioral changes of the patient. Collects pertinent data through observation, interview other members of the health team, and communicates changes in the patient condition to other patient care providers. Record all data obtained through assessment in the patient's health record.
- In a team with the Registered Nurses, contributes to the Nursing Care Planning. Assists in the formation of a written plan. Assists in identifying both short and long term timed measurable goals with anticipated behavioral changes. Assists in setting priority when planning care to meet the patient's needs. Assists with patient health care and participates in multi-disciplinary care conferences.
- Counts CDS drugs and contraband, if required. Transcribes and posts all therapeutic orders generated by the physician. Initiates and documents prescribed treatments for nursing interventions in compliance with policy and procedure. Administers routine and/or PRN medications as ordered.

- Practices universal precautions when providing nursing procedures. Assists in maintaining neat, clean and safe environment for patients and coworkers. Keeps health team informed of observation and changing conditions of patients.
- Participate in staff meetings by sharing observations and recommendations regarding the facility, participants and staff in order to identify and solve problems and functions as a unified team. Maintain confidentiality regarding employees, and participants.

#### **Knowledge / Skills:**

- Write legible reports in English using correct grammar. Add, subtract, multiply, divide and calculate dosages.
- Ability to effectively interact with others; communicate verbally; react quickly and appropriately to emergency situations.

#### **Minimum Qualifications:**

- Graduate from a Licensed Practical Nursing Program and currently licensed as a Practical Nurse in the State.
- The COVID vaccine is mandatory for all Santa Fe County employees unless granted an accommodation under applicable state or federal law.

#### **Working Conditions:**

Detention center setting. Office areas are well illuminated and are relatively quiet. Frequent standing, walking, sitting, bending, lifting (25 lbs. max.), drag up to 175 lbs.; must be able to deal effectively and therapeutically with dysfunctional behavior; plan and implement therapy programs. Participants may be argumentative and confrontational at times, requiring quick reflexive responses. Work is primarily in an office environment. Some fieldwork may be required in various weather conditions. May be required to work evening and weekend hours. Incumbent will be subject to random pat down searches. Manual and finger dexterity required. Essential employees shall be required to work assigned shifts regardless of adverse weather conditions or holidays.

#### **Conditions of Employment:**

Selected candidate must submit to and pass a County paid pre-employment physical and drug/alcohol screening. Additionally, selected candidate must submit to and pass a county paid criminal background screening. Selected candidate must possess and maintain a valid New Mexico Class D Driver's License as incumbent shall be appointed to drive a County vehicle during the performance of his/her duties.

**Apply Online at:**

**[https://www.santafecountynm.gov/human\\_resources/employment\\_applications](https://www.santafecountynm.gov/human_resources/employment_applications)**.

**Resumes will not be accepted in lieu of the official Santa Fe County employment application. Proof of education, certificates and/or endorsements must be attached to each application.**