



Correctional Facility Licensed Vocational Nurse

Hiring Range: \$20.30/hr—\$22.38/hr

Extra Help

Official County Applications Available at: www.co.yuba.ca.us

[View complete Class Specifications on the Human Resources & Organizational Services homepage](#)

Final Filing Deadline:

Open Until Filled

The County of Yuba is currently recruiting for the position of **Correctional Facility Licensed Vocational Nurse—Extra Help**. **Extra Help Appointments are limited to 1000 hours per fiscal year.**

Under limited supervision this classification performs routine, correctional facility and paraprofessional nursing services in the County Jail and/or Juvenile Hall; assists Registered Nurses in providing responsible in-mate care; administers prescribed medications and treatments to in-mates and prepares, maintains and distributes medical supplies and equipment.

Knowledge is needed of principles and practices of licensed vocational nursing, including specialized vocational nursing procedures; methods and techniques of infection control, sterilization and asepsis and effective techniques for dealing with the public, in-person and over the telephone, occasionally where relations may be confrontational or strained. Skill is needed in providing specialized paraprofessional nursing care in a correctional facility; organizing own work, setting priorities and meeting critical deadlines; being aware of others' reactions and understanding why they react as they do; prioritizing assigned duties and working effectively with interruptions and dealing successfully with a variety of individuals from various socioeconomic, ethnic and cultural backgrounds.

EMPLOYMENT REQUIREMENTS

The minimum and preferred requirements are listed below. While the following requirements outline the minimum qualifications Human Resources reserves the right to select applicants for further consideration who demonstrate the best qualifications match for the job. Meeting the minimum qualifications does not guarantee further participation in selection procedures.

Minimum: Graduation from an accredited nursing school as required to obtain California registration as a Licensed Vocational Nurse.

Preferred: In addition to the minimum requirements, two years of experience as a Licensed Vocational Nurse and experience working in a correctional or lock-down facility.

Licenses and Certification: Possess and maintain a valid license as a Licensed Vocational Nurse in the State of California; must provide proof of re-certification within 10 calendar days prior to expiration; possess or have the ability to obtain a valid First Aid and CPR Certification within one year of appointment and maintain annually thereafter.

Special Requirements: Must successfully complete an extensive and thorough background investigation which includes Live Scan fingerprinting, subject to a rotational shift work to include nights, weekends and holidays, and must complete periodic continuing education coursework as required to maintain active licensure.

Working Conditions: Work in a secured correctional facility and work with exposure to individuals who may be hostile or place the incumbent in a potentially harmful situation.

APPLICATION / SELECTION PROCEDURES:

TO APPLY FOR CORRECTIONAL FACILITY LVN (EXTRA HELP):

Submit an official Yuba County employment application, [copies of valid license\(s\), certificate\(s\) and college transcripts, diploma or grade reports](#) to County of Yuba – Human Resources and Organizational Services Department, 915 Eighth Street, Suite 113, Marysville, CA 95901. Official County applications and materials are available online at www.co.yuba.ca.us or at the Human Resources Department. **Note: All diplomas or degrees must be from an accredited college or university. To obtaining information regarding accreditation, refer to the US Department of Education Office of Post Secondary Education at: <http://ope.ed.gov/accreditation/Search.asp>.**

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THE COUNTY OF YUBA IS A MERIT BASED EQUAL OPPORTUNITY EMPLOYER ENCOURAGING WORKFORCE DIVERSITY

Submit Completed Official County Applications to:
Human Resources and Organizational Services, 915 Eighth Street, Suite 113, Marysville, CA 95901

APPLICATION/SELECTION PROCEDURES (Continued)

APPLICATION SCREENING:

To begin the hiring process an applicant must submit a completed County application prior to the final filing deadline. While Extra Help applications are continuously accepted for all classifications, applications received after a filing deadline may not be received in time for consideration for a specific need. Applications must be completed legibly, all questions must be answered, and the required documentation must be provided. All applicants participating in an extra-help recruitment will be given written notice regarding the status of their application. Please refer to the Employment Application Instructions, which accompanies the County application, for additional details. Failure to provide the required documentation may result in rejection of your application.

MINIMUM QUALIFICATIONS:

All applicants must clearly demonstrate he/she meets the minimum qualifications, by the final filing deadline, to be considered in the selection and testing phases of the process.

EDUCATION AND EXPERIENCE:

Education and experience as detailed on the employment application will be thoroughly reviewed. Please include all experience, education, and training pertinent to the knowledge, skills and abilities required for the position. This is an essential part of the process and will be used to determine further eligibility to participate in the next phase of the selection procedures.

DEPARTMENTAL REVIEW/INTERVIEW:

Extra Help applicants may or may not be invited to participate in a formal interview process. The appointing department may at its discretion decide to conduct phone interviews or formal interviews and is not required to contact each applicant referred. If applicable, the appointing department will contact the applicant regarding the date and time of his/her interview. The applicant will be asked a series of questions about his/herself and his/her related experience, education and training that exhibit the knowledge, skills and abilities essential to the job. The applicant may also be asked questions about hypothetical situations to test his/her ability to make decisions and use sound judgment and common sense.

CONDITION OF EMPLOYMENT

All appointments to a extra-help position are contingent upon successful completion of the following items:

BACKGROUND INVESTIGATION:

Selected applicant(s) must undergo a background investigation. Certain positions are required to undergo fingerprinting for the purposes of criminal history information. Background investigations may include verification of education, professional licenses and/or certifications, credit history, driving history, previous work history, personal and professional references, and records of mandated drug and alcohol testing as required for safety sensitive transportation work by Department of Transportation.

PSYCHOLOGICAL EXAMINATION:

Certain positions may be required to undergo a psychological examination. Applicant(s) that successfully complete the background investigation will be required to undergo psychological exams and meet with a designated psychologist to determine his/her suitability for the position.

PRE-EMPLOYMENT MEDICAL REVIEW/EXAMINATION:

Selected applicant(s) that successfully complete the background investigation and psychological exam (if needed) are required to complete a pre-employment medical review/examination, which may include drug screening, to assess his/her overall medical suitability for the position.

IMMIGRATION REFORM AND CONTROL ACT OF 1986:

Selected applicant(s) are required to submit documents verifying the applicant's identity and authorization to work in accordance with the Immigration Reform and Control Act of 1986.

LICENSING AND CERTIFICATIONS:

Some positions are mandated by law to possess and maintain specialized certificate(s), license(s) and/or registration(s), at the time of appointment. Likewise, certain positions are required to obtain such items within an established timeframe or subject to dismissal.