



Sangamon County Department of Public Health

Position	Licensed Practical Nurse – Clinic
Work Hours	8:00 a.m. – 4:30 p.m. (3 days per week) 8:00 a.m. – 7:00 p.m. (Monday) 8:00 a.m. – 1:00 p.m. (1 day per week) Monday - Friday
Benefits and Perks	
Salary range:	\$44,850.00 annual / \$23.00 hourly
Time off:	2 weeks paid vacation 12 paid sick leave days 3 paid personal days 13 paid holidays per year
Insurance:	Health Insurance Dental Insurance Life Insurance
Other benefits:	Mileage reimbursement Death Benefits Retirement
To Apply	Submit application ¹ and supporting documents through one of the following methods:
1) Email	healthhr@co.sangamon.il.us
2) Fax	217-535-3104
3) Mail	Gail O'Neill Director of Public Health Sangamon Co. Dept. of Public Health 2833 S. Grand Avenue, East Springfield, IL 62703
	¹ Sangamon County Department of Public Health Job Application

Deadline to Apply: Until filled

Statement from Sangamon County Department of Public Health:

We value diversity and inclusion at Sangamon County Department of Public Health. We strive to reflect this value in our work culture and our passion to the employees and community of Sangamon County.

We are proud to be an Equal Opportunity Employer. We do not discriminate on the basis of age, race, gender, sexual orientation, religion, disability, national origin, or any other part of someone's identity. If you have a special need or disability requiring accommodation, notify us using one of the contact methods above.

The Sangamon County Department of Public Health (SCDPH) is seeking applicants to perform duties primarily as a Licensed Practical Nurse (Clinic). These duties include:

- Provide nursing services in SCDPH's Immunization Clinic, SIU clinic, and other offsite locations as assigned. This includes administering vaccines, STI intake, specimen collection and phlebotomy, patient and family education, and medication administration
- Ensure proper documentation of all relevant client interactions onto appropriate electronic record systems (i.e. I-CARE and Touchworks)
- Engage with clients, physician offices, and other stakeholders regarding vaccinations and other immunization-related information. This includes offering counsel to clients regarding vaccines and medications
- Maintain working knowledge of clinic procedures and TB protocols to ensure referrals, TB testing, and other assessments are provided to clients as needed.
- Attend seminars, workshops, and educational trainings related to clinic services for professional growth and continuing education

The work assigned to this position may not include all possible tasks in this description and does not limit the assignment of any additional tasks for this position.

This position is covered by the AFSCME #3738 Union

Required Qualifications:

- A valid Class D Illinois Driver's License
- Applicants must be a resident of Sangamon County or be willing to move into the County within 6 months of employment.
- Ability to use personal automobile with proof of current insurance
- In the event of public health emergencies, this position may be required to work evenings and/or weekend clinics as assigned.
- Valid State of Illinois Licensed Practical Nurse license

Desirable Qualifications:

- Effective interpersonal skills
- Experience working in a public health setting
- Strong advocate for patients and families
- Strong written and oral capabilities