

**INSTITUTE OF COMMUNITY SERVICES, INC.**  
**Job Description**

**Job Title:** Licensed Practical Nurse  
**Classification:** Non-EXEMPT  
**Working Hours:** 8:30 a.m. - 2:30 p.m. (As Needed)  
**Working Weeks:** 36weeks

**I. General Description**

Their primary job duty is to provide routine care and assist with the care of children with special health care needs and communicate information to Center Director and parent regarding child's health on a daily basis.

**II. Specific Duties**

- Observe the children throughout the day Provide testing based on children diagnosis
- Reviews and interprets all abnormal and atypical screening and examination results Submit requests needed supplies, materials, equipment and training tools for children Provide center staff with training of children special health needs
- Provides systems to submit health records of enrollees to public schools Administers medication as prescribed by the physician
- Prepares and submits weekly reports
- Recruits and obtains volunteers and in-kind contributions
- Monitors enrollee records to ascertain that screening and exams have been completed on all enrollees within specified time frame (45/90 days)
- Ensures enrollees meet 45-days screening mandate and exam mandate
- Reviews community representatives and conducts service area training for parents and enrollees
- Compiles information on each enrollee with diagnosed health problems  
Other duties as assigned

**III. Supervisory Control**

The Licensed Practical Nurse is directly responsible to the Center Director and Family/Health Services Director.

**IV. Other Significant Facts**

- Must have reliable transportation (driver's license and liability coverage).
- Physical examination (upon employment and subsequently based on employer's request)
- May be required to attend training that requires overnight lodging in other cities.

**V. Qualifications**

Must be a Licensed Practical Nurse in the state of Mississippi with six (2) years of Nursing experience. Must submit a copy of current license and should be submitted with application. Training experience, knowledge of Head Start or similar programs and program development are preferred key elements.