



LANE COUNTY
B021B
Bilingual Adjunct
Added 07/09/09
Updated 09/01/11
Updated 05/30/17

LICENSED PRACTICAL NURSE – Bilingual

CLASS SUMMARY: To provide selected patient care and services of a program, service or clinic; and to perform related duties as assigned.

SUPERVISION RECEIVED: Receives general supervision from assigned supervisory and management personnel. May exercise functional and technical supervision over para-professionals and volunteers.

TYPICAL CLASS ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary.)

1. Carries out nursing services as a team member in clinic or field settings.
2. Conducts initial interviews of clients and patients to assess treatment status and/or program eligibility.
3. Treats patients and conducts tests in accordance with the Oregon State Nurse Practice Act.
4. Assists Nurses, Nurse Practitioners and Physicians during exams and in clinical settings.
5. Records, maintains and updates charts, records and other data associated with patient care.
6. Provides information and counseling to clients on infections, disease control, contraceptives, pregnancy, and choices available per NP/MD order.
7. Draws blood for serum pregnancy, chemical screening and other tests.
8. Performs simple lab work and analysis of blood and serum.
9. Coordinates lab work with outside laboratories and delivers and picks up specimens/results.
10. Schedules and routes clients for appointments and monitors flow of client paperwork, lab results and charts.
11. Collects physical information such as height, weight, blood pressure and instructs clients on obtaining of urinalysis sample.
12. Orders, inventories and controls supplies.

Knowledge of (position requirements at entry):

- Nursing practices as applied to licensed practical nursing.
- Laws, rules, and regulations governing the treatment and care of patients and the scope of responsibility of the provider.
- Clinical processes and procedures including scheduling, paperwork, and assisting other professionals.
- Diseases, infections and preventative care of patients associated with the clinic.
- Services provided by the program, clinic and department.
- Community resources available for patient referral.
- Clinical processing and practices.
- Clinical supplies and medications.
- Contraception, contraceptive devices, sexually transmitted diseases and pregnancy testing.

Skills in (position requirements at entry):

- Interview and assess physical information of clients.
- Assist others in complex exams, analysis and tests.
- Choose appropriate follow-up according to protocol.
- Perform technical nursing duties including drawing blood and running lab tests.
- Coordinate and schedule patients for efficient processing in the clinic.
- Keep accurate and detailed records and charts on clients.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Communicate clearly and concisely, both orally and in writing.
- Perform a variety of clerical processing tasks including typing, word processing, filing, and receptionist duties.

Training and Experience (positions in this class typically require):

Graduation from an approved school for Licensed Practical Nursing. Two years of responsible clinical experience. An equivalent combination of experience and training that will demonstrate the required knowledge and abilities is qualifying.

Licensing Requirements (positions in this class may require):

- Possession of a State of Oregon license as a Practical Nurse at time of appointment.
- Possession of a valid driver's license at time of application and a valid Oregon Driver's license by the time of appointment if required to drive.
- CPR/BLS.

BILINGUAL “B”

Bilingual designation is an adjunct classification.

Language – **Spanish**

CLASS SUMMARY: To assist in providing bilingual communication with Limited English Proficient (LEP) persons. Individuals in these classifications do more than self-identify; they have successfully passed a test demonstrating proficiency in both English and the other language administered by the County. The need for the use of the second language in the performance of job duties in this classification has been identified.

TYPICAL CLASS ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary.) In addition to the regular knowledge, skills, and abilities required of the employee’s main classification, the bilingual duties of this adjunct classification may include, but are not limited to the following:

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| 1. | Interpreting between English speakers and LEP persons. |
| 2. | Orally translating documents. |
| 3. | Providing oral assistance. |
| 4. | Providing written assistance, including some written document translation. |

Knowledge of (position requirements at entry):

- Both languages, demonstrating the ability to convey information in both languages quickly and accurately.

Skills in (position requirements at entry):

- Communicate clearly and concisely.
- Maintain confidentiality of communications.

Training and Experience (positions in this class typically require):

An equivalent combination of experience and training or demonstrated abilities qualifying the employee or applicant to perform the duties described herein. These skills and abilities may be acquired in various ways; i.e., education and/or bilingual or bicultural experiences.

NOTE: These positions are represented by AFSCME Local 2831.

Classification History:

Bilingual adjunct approved 07/09/09 by Acting HR Director.
FLSA Status: Non-Exempt