



TOWNSHIP OF BLOOMFIELD

New Jersey

1 Municipal Plaza • Bloomfield, New Jersey 07003

www.bloomfieldtwpnj.com

Practical Nurse/Clerical Admin – Part Time/Full Time

Department: Health

Description:

Description of duties include:

- Assembles new charts and completes identifying patient data.
- Records other data on patients' chart as instructed.
- Files laboratory and consultation reports on patients' charges after they have been reviewed by nurse in charge.
- Acting as receptionist, receives and directs visitors.
- Assists in the physical examination of clients; takes and records temperature, pulse, respiration, and blood pressure, and collects specimens for laboratory analyses.
- Accurately records individual dosages of medication administered.
- Counsels clients concerning their medications by utilizing medication fact sheets.
- Obtains client temperature, blood pressure, pulse, respiration, height and weight, and records results on client chart.
- Gathers information for the preparation of inventory records, such as amounts of drugs, medical and other supplies.
- Maintains accurate medical records within the scope of practice for a LPN.
- Assists Registered Professional Nurse in carrying out other delegated work.
- Will be required to learn to utilize various types of electronic and/or manual recording and information systems used by the agency, office, or related units.
- May chart temperature, pulse, respiration, and other data on graphic charts.
- Checks supply list against supplies on hand and order routine supplies as needed.
- Writes requisitions or makes phone calls for maintenance repairs and housekeeping problems.
- Prepares daily time sheets and keeps records of absences and hours of work by unit personnel.

Qualifications:

Qualifications: Current license as a Practical Nurse in the State of New Jersey with a minimum of 1 years of experience. Bilingual (Spanish) preferred but not required.

How to Apply: Send cover letter detailing experience and qualifications to:

Email: Health@bloomfieldtwpnj.com

Or Mail to: Bloomfield Twp. Department of Health and Human Services

1 Municipal Plaza Room 111

Bloomfield Twp. NJ 07003

Alternatively, you may wish to respond to Michael Fitzpatrick, Health Officer either by e-mail mfitzpatrick@bloomfieldtwpnj.com or telephone at (973) 713-9504

Closing Date: Open