

NOTICE OF OPEN POSITION

TITLE: Licensed Practical Nurse I or II
DEPARTMENT: Float Pool Position
SALARY GRADE: 11 or 13
PERCENT TIME: Full-Time – 1.0 FTE

POSITION SUMMARY:

Provides support for a variety of our Medical Clinic operations with identified staffing needs, including Family Practice, OB-Gyn and Pediatrics. Primary duties include preparing for patient visits, assisting physicians with patient care, taking and recording vitals, scheduling appointments, triage and giving immunizations. The preferred candidate will have good organizational skills, and the ability to function in a fast-paced team environment. Bilingual skills in Spanish and English is a plus.

QUALIFICATIONS:

Civil Service Requirements:

LPN I: Graduation from state-approved program for Licensed Practical Nurse and eligibility for licensure by the Illinois Dept. of Professional Regulation.

LPN II: Possession of a valid license as a Licensed Practical Nurse in the State of Illinois; a minimum of six months of nursing experience in a health care facility.

Department Requirements:

Candidate will have excellent interpersonal and communication skills; ability to work in a fast-paced environment; flexible. Bilingual skills in Spanish and English is a plus.

For additional information, you may review the specific Civil Service specifications at <http://www.sucss.state.il.us/documents/ClassSpecs/htm/SPEC2735.htm>

Individuals interested in this position should apply on-line at jobs.uic.edu. Additional questions may be directed to Human Resources at 815-395-5862.

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