

## **NOTICE OF OPEN POSITION**

TITLE: Licensed Practical Nurse II  
DEPARTMENT: Family Health Center  
SALARY GRADE: 13  
PERCENT TIME: .43 FTE – Daily Work Schedule 4:00 p.m. to 8:00 p.m.  
Monday through Thursday

### POSITION SUMMARY:

Primary duties include preparing for patient visits, assisting physicians and residents with patient care, taking and recording vitals, scheduling appointments, triage and giving immunizations. The preferred candidate will have previous office experience, good organizational skills, and the ability to function in a fast-paced team environment. Bilingual Spanish/English is a plus.

### QUALIFICATIONS:

Civil Service Requirements: Possession of a valid nursing license as issued by the Illinois Department of Professional Regulation AND at least six months of nursing experience in a health care facility.

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](http://jobs.uic.edu). Additional questions may be directed to Human Resources at 815-395-5862.

**\*\*\*\*\* PLEASE CIRCULATE WITHIN YOUR DEPARTMENT \*\*\*\*\***

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