



COMMUNITY SUPERVISION AND CORRECTIONS  
DEPARTMENT TAYLOR, COLEMAN, AND CALLAHAN  
301 Oak Street  
Old Taylor County Courthouse  
Abilene, Texas 79602  
(325) 674-1247

Michael D. Wolfe  
Director

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## **JOB ANNOUNCEMENT**

**POSITION:** PART-TIME LICENSED VOCATIONAL NURSE - FACILITIES

**SALARY:** \$17.00/Hour (20-30 hours per week)

**DUTIES:** To provide limited physical assessments, screenings, health-related consultations, and health education to Facility residents and staff. Offer early morning assessment and consultation to residents who present with request for medical attention, refer to appropriate service for diagnosis and treatment, and provide follow-up care resulting from referral and suggest and instruct treatments or use of over-the-counter drugs. Keep individual resident records using progress notes and keep in individual files, and "Clinic" records to provide results of service offered and evaluation information. Plan and present educational sessions for residents. Subjects to address are personal health history, life-style effects on health, and specific subjects requested. Compiles list of equipment and supplies and request refills and/or replacements when needed. Initiates and offers to residents the following screening service: initial blood pressure, weight, height, dental; intermittently: audiology, vision, and weekly: repeat weight, blood pressure if requested or recommended.

Work schedule will be determined by the SATF Assistant Director or his designee.

**REQUIREMENTS:** Must be licensed to practice nursing in the State of Texas without restrictions. Should be skilled in history taking and physical assessment of adults and should be knowledgeable of communicable diseases prevention and treatment. The Residential Facility will provide opportunity for CPR training update. Registration CEU 's will be the responsibility of the individual.

Must be skilled in the practices of nursing in the State of Texas. Ability to work harmoniously with the administration and co-workers. Knowledge of time management techniques and self motivational skills. Must have the willingness and ability to

complete all assignments in a timely manner. Must have the ability to deal with high stress situations and the physical ability to conduct all phases of the responsibilities and tasks.

**PROCESS:**

Interested individuals may obtain an application from the Taylor County Community Supervision and Corrections Department or [www.taylorcscd.org](http://www.taylorcscd.org). The completed application and proof of education should be sent to:

Community Supervision & Corrections Department  
ATTN: Jessica Tipton, Human Resource Representative  
Old Taylor County Courthouse, 2<sup>nd</sup> Floor  
301 Oak Street  
Abilene, TX 79602