



Guadalupe County Juvenile Services

Main Office: 2613 North Guadalupe St.
Seguin, Texas 78155
ph. (830) 303-1274

Satellite Office: 1101 Elbel, ste. #3
Schertz, Texas 78154
ph. (210) 659-9075

EMPLOYMENT NOTICE

In compliance with the Guadalupe County Personnel Policy, it is mandatory that Department Heads post this notice for five (5) working days. This notice will be posted beginning August 26, 2021 through September 1, 2021.

Guadalupe County Juvenile Services is currently seeking a **Part Time Licensed Vocational Nurse**. Starting salary for this position will be **\$23.20** per hour.

The Part Time LVN reports to the Medical Coordinator. In coordination with, and concurrence from the Juvenile Detention Health Service Authority, the Detention Part-Time Nurse evaluates total health care needs of residents, and arranges for or provides medical treatment to residents. This position requires working with dangerous/aggressive youth. Applicants should possess a high tolerance for working in an emotionally demanding/stressful work environment.

Knowledge, Skills and Abilities:

1. Responds to residents medical needs and arranges for or provides treatment.
2. Maintains security and safety procedures for residents and staff.
3. Assists physicians with on-site medical examinations and procedures.
4. Assists dentists as needed.
5. Provides health care instruction and counseling to residents.
6. Provides screening and evaluation of residents' medical and mental histories.
7. Maintains inventory and security control of medical supplies, including drugs.
8. Fills and dispenses medicines and supervises self-administration while on duty.
9. Maintains medical charts and records, and performs clerical duties as needed.
10. Answers resident and staff inquiries (on call).
11. Maintains the cleanliness of the work area.
12. Sets appointments for residents to see a physician, dentist, or other provider.
13. Maintains confidentiality regarding resident records according to requirements.
14. Attends professional continuing education training as required to maintain licensure.
15. Performs other related tasks as directed by the Detention Manager or Chief Juvenile Probation Officer or their designee.

Applications are required with transfer request and may be obtained from the county's website or from the Human Resources Department located at 211 W Court St, Seguin. **Applications must be returned to Guadalupe County Juvenile Services, attention Paul Smith, at 2613 North Guadalupe Street, Seguin, TX 78155. Position is open until filled.**

Respectfully,
Paul Smith
Detention Manager