

MANAGEMENT NOTICE

American Embassy Quito, Ecuador

Subject: **VA – Licensed Practical Nurse (LPN) - EFM WAE POSITION**

Office: **HR**

No. **15 - 175**

Date: **11/05/2015**

Reference: **N/A**

OPEN TO: U.S. Citizen Eligible Family Members (USEFMs) - All Agencies

POSITION: Licensed Practical Nurse (LPN), 510
Full-performance level: FP-5

OPENING DATE: November 9, 2015

CLOSING DATE: Open until filled

WORK HOURS: WAE

SALARY: Not-Ordinarily Resident
Full-Performance: FP-5: US\$24.38 per hour
*Final grade/step for NORs will be determined by Washington.

Note 1: All positions advertised are subject to availability of funds.

IMPORTANT REMARKS:

1. Human Resources will only contact those applicants who demonstrate on their application form that they meet or exceed all the position requirements (education, experience, language, knowledge and skills). Regret letters will only be sent to short listed candidates and AEFMs.
2. For AEFMs: Highest previous rate is not an entitlement and is dependent on the funding availability of each agency and on the exact nature of the previous experience.

The U.S. Mission in *Quito, Ecuador* is seeking eligible and qualified applicants for the position of Licensed Practical Nurse (LPN) in the Health Unit.

BASIC FUNCTION OF POSITION

This position functions as one of the Post's health care providers. The incumbent will serve as the U.S. Licensed Professional Nurse (LPN), or as a Western European equivalent trained License Professional Nurse with comparable licensure. The position is located in the Embassy Health Unit (HU) and is under the direct supervision of the Foreign Service Health Practitioner. The position will provide full range of professional nursing services to American and Locally Employed Staff.

QUALIFICATIONS REQUIRED

NOTE: Applicants must address each required qualification listed below with specific and comprehensive information supporting each item. Failure to do so may result in a determination that the applicant is not qualified.

- a. Education:** Must be a graduate of a professional nursing school or college that has the equivalent of Licensed Practical Nurses (LPN) training in the U.S. (to be confirmed by the FSMP, RMO and/or M/MED) or be fully credentialed/licensed in the host country.
- b. Experience:** At least two years previous experience working in an out-patient clinic or hospital setting as LPN is required.
- c. Language Proficiency:** Level IV (Fluent) Speaking/Reading English is required and Level II Speaking/Reading Spanish are required.
- d. Knowledge:** A good working knowledge or experience of current primary care and health promotion recommendations in the U.S. population is required and experience in management and procurement of expendable medical supplies and equipment for ambulatory care clinic is required.
- e. Abilities and Skills:** Must have the ability to administer adult and pediatric immunization program according to current CDC standards is required and must be familiar with American Nursing standards of care.
- f.** Must be able to work with computer applications (Microsoft Word, Excel y Outlook).

Please note that any or all of the above required qualifications may be tested.

FOR FURTHER INFORMATION:

The complete position description listing all of the duties and responsibilities may be obtained on our website at <http://ecuador.usembassy.gov/news/job-opportunities.html> and/or by contacting the Human Resources Office by email to hroquito@state.gov.

SELECTION PROCESS: When qualified, applicants who are U.S. Citizen Eligible Family Members (USEFMs) and/or preference-eligible U.S. Veterans are given a preference in hiring. Therefore, it is essential that these applicants make themselves known as having a hiring preference and specifically address the required qualifications above in their application.

HIRING PREFERENCE ORDER:

- (1) USEFM who is ALSO a preference-eligible U.S. Veteran
- (2) USEFM OR a preference-eligible U.S. Veteran
- (3) FS on LWOP

ADDITIONAL SELECTION CRITERIA:

1. Management may consider the following when determining successful candidacy: nepotism, conflicts of interest, budget, and residency status.
2. All applicants must be residing in Ecuador at the time of application per post policy. The only exceptions are U.S. Citizens EFMs who have been given orders and a date to arrive at post. A copy of the orders must be included in the application package.
3. Current OR employees serving a probationary period are not eligible to apply. Current OR employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report (EPR) are not eligible to apply.
4. Current NOR employees hired on a Family Member Appointment (FMA) or a Personal Service Agreement (PSA) are not eligible to apply within the first 90 calendar days of their employment, unless they have a When Actually Employed (WAE) work schedule.
5. The successful applicant should be available to enter on duty within 30 days of being notified that s/he has been selected and cleared for employment.
6. Employment eligibility criteria for this position were established by the hiring supervisor.
7. Tests to assess a candidate's skill may be given to applicants for any position. Test results will become a part of the candidate's application package. If the applicant is not available for a test during the established timeframe or if the applicant does not pass the test, then the applicant will not be interviewed.
8. All, including preference candidates, must meet all the requirements of the position at the time of the application to be considered, that includes language test results and documentation requested.
9. The Embassy will review work references or ask applicant for support documentation of any of the information submitted on applications.

TO APPLY

Interested applicants for this position must submit the following or the application will not be considered:

1. Universal Application for Employment (UAE) as a Locally Employed Staff or Family Member (DS-174); **or**
2. A current resume or curriculum vitae **that provides the same information** found on the UAE (*see Appendix B*); **or**
3. A combination of both; i.e. Sections 1 -24 of the UAE along with a listing of the applicant's work experience attached as a separate sheet; **plus**
4. Any additional documentation that supports or addresses the requirements listed above (e.g. transcripts, degrees, etc.).

IMPORTANT: Applicants claiming a U.S. Veteran's preference must submit written documentation confirming eligibility (e.g., Member Copy 4 of Form DD-214, Letter from the Veteran's Administration, or certification documenting eligibility under the VOW Act with an expected discharge no later than 120 days after the certification is submitted) by the closing date of the vacancy announcement. If the written documentation confirming eligibility is not received in the HR office by the closing date of the vacancy announcement, the U.S. Veteran's preference will not be considered in the application process. Specific criteria for receiving a U.S. Veteran's preference may be found in HR/OE's Family Member Employment Policy (FMEP).

SUBMIT APPLICATION TO

- 1) Per email (*preferred method*)
E-mail: hroquito@state.gov
- 2) Per hand delivery (*please note this method often results in applications not getting any form of response on the recruitment process*)
**American Embassy
Avigiras E12-170 y Av. Eloy Alfaro
Attention: Human Resources**

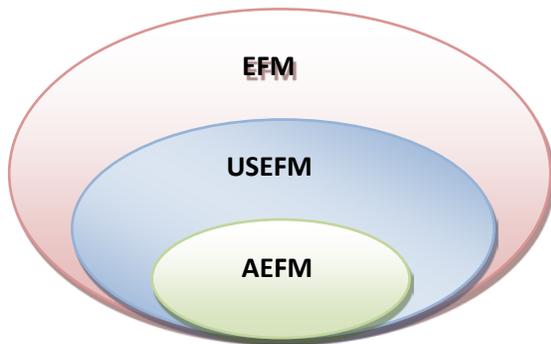
CLOSING DATE FOR THIS POSITION: *Open until filled*

EQUAL EMPLOYMENT OPPORTUNITY: The U.S. Mission provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.

CLEARANCES

Appendix A DEFINITIONS



This diagram demonstrates how an Appointment Eligible Family Member (AEFM) is also a U.S.-citizen Eligible Family Member (USEFM) as well as an Eligible Family Member (EFM).

Eligible Family Member (EFM): An EFM for employment purposes is defined an individual who meets **all** of the following criteria:

- U.S. Citizen or not a U.S. Citizen; **and**
- Spouse or same-sex domestic partner (as defined in [3 FAM 1610](#)); **or**
- Child, who is unmarried and under 21 years of age or, regardless of age, is incapable of self-support. The term “child” shall include, in addition to natural offspring, stepchild, adopted child, and a child under legal guardianship of employee, spouse, or same-sex domestic partner when such child is expected to be under legal guardianship until 21 years of age and when dependent upon and normally residing with the guardian; **or**
- Parent (including stepparents and legally adoptive parents) of employee, spouse, or same-sex domestic partner, when such parent is at least 51 percent dependent on the employee for support; **or**
- Sister or brother (including stepsisters and stepbrothers, or adoptive sisters or brothers) of the employee, spouse, or same-sex domestic partner when such sibling is at least 51 percent dependent on the employee for support, unmarried, and under 21 years of age, or regardless of age, incapable of self-support; **and**
- Listed on the travel orders or approved Form OF-126 of a sponsoring employee, i.e., a direct-hire Foreign Service, Civil Service, or uniformed service member who is permanently assigned to or stationed abroad or, as appropriate, at an office of the American Institute in Taiwan; **and**
- Is under chief of mission authority.

U.S. Citizen Eligible Family Member (USEFM): A USEFM is an individual who meets **all** of the following criteria:

- U.S. Citizen; **and**
- Spouse or same-sex domestic partner (as defined in 3 FAM 1610) of the sponsoring employee; **or**
- Child of the sponsoring employee who is unmarried and at least 18 years old; **and**
- Listed on the travel orders or approved Form OF-126 of a sponsoring employee, i.e., a direct-hire Foreign Service, Civil Service, or uniformed service member who is permanently assigned to or stationed abroad or, as appropriate, at an office of the American Institute in

Taiwan; and resides at the sponsoring employee's post of assignment abroad, or as appropriate, at an office of the American Institute in Taiwan; and is under chief of mission authority; **or**

- resides at an Involuntary Separate Maintenance Allowance (ISMA) location authorized under 3 FAM 3232.2; **or**
- Currently receives a U.S. Government retirement annuity or pension from a career in the U.S. Foreign Service or Civil Service.

Appointment Eligible Family Member (AEFM): An AEFM is an individual who meets **all** of the following criteria:

- U.S. Citizen; **and**
- Spouse or same-sex domestic partner (as defined in 3 FAM 1610) of the sponsoring employee; **or**
- Child of the sponsoring employee who is unmarried and at least 18 years old; **and**
- Listed on the travel orders or approved Form OF-126 of a sponsoring employee, i.e., a direct-hire Foreign Service, Civil Service, or uniformed service member who is permanently assigned to or stationed abroad or, as appropriate, at an office of the American Institute in Taiwan (AIT); **and**
- Is under chief of mission authority; **and**
- Is residing at the sponsoring employee's post of assignment abroad or, as appropriate, at an office of the American Institute in Taiwan; **and**
- Does NOT currently receive a U.S. Government retirement annuity or pension from a career in the U.S. Foreign Service or Civil Service.

Member of Household (MOH): A MOH is an individual who meets **all** of the following criteria.

- A MOH is someone who accompanies or joins a direct-hire Foreign Service, Civil Service, or uniformed service member permanently assigned to or stationed abroad or, as appropriate, at an office of the American Institute in Taiwan; and
- A MOH must be officially declared to the COM by the sponsoring employee as part of his/her household; and
- A MOH is under COM authority;
- A MOH may include a parent, unmarried partner, other relative, or adult child;
- A MOH may or may not be a U.S. Citizen;
- A MOH is **not** an EFM;
- A MOH is **not** listed on the travel orders or approved Form F-126 of a sponsoring employee.

Not Ordinarily Resident (NOR) – An individual who meets the following criteria:

- An EFM, USEFM or AEFM of a direct-hire Foreign Service, Civil Service, or uniformed service member permanently assigned or stationed abroad, or as appropriate, at an office of the American Institute in Taiwan; or
- Has diplomatic privileges and immunities; and
- Is eligible for compensation under the FS or GS salary schedule; and

- Has a U.S. Social Security Number (SSN); and
- Is not a citizen of the host country; and
- Does not ordinarily reside in the host country; and
- Is not subject to host country employment and tax laws.

Ordinarily Resident (OR) – An individual who meets the following criteria:

- A citizen of the host country; or
- A non-citizen of the host country (including a U.S. citizen or a third-country national) who is locally resident and has legal and/or permanent resident status within the host country and/or who is a holder of a non-diplomatic visa/work and/or residency permit; and/or
- Is subject to host country employment and tax laws.

Appendix B

If an applicant is submitting a resume or curriculum vitae, s/he must provide the following information equal to what is found on the UAE.

Failure to do so will result in an incomplete application.

- A. Position Title
- B. Position Grade
- C. Vacancy Announcement Number (if known)
- D. Dates Available for Work
- E. First, Middle, & Last Names as well as any other names used
- F. Current Address, Day, Evening, and Cell phone numbers
- G. U.S. Citizenship Status (*Yes or No*) & status of permanent U.S. Resident (*Yes or No*; if yes, provide number)
- H. U.S. Social Security Number and/or Identification Number
- I. Eligibility to work in the country (*Yes or No*)
- J. Special Accommodations the Mission needs to provide (*Yes or No*; if yes, provide explanation)
- K. If applying for position that includes driving a U.S. Government vehicle, Driver's License Class / Type
- L. Days available to work
- M. List any relatives or members of your household that work for the U.S. Government (include their Name, Relationship, & Agency, Position, Location)
- N. U.S. Eligible Family Member and Veterans Hiring Preference
- O. Education
- P. License, Skills, Training, Membership, & Recognition
- Q. Language Skills
- R. Work Experience
- S. References

INTERAGENCY POST EMPLOYEE POSITION DESCRIPTION

Prepare according to instructions given in Foreign Service National Handbook, Chapter 4 (3 FAH-2).

1. Post <p style="text-align: center;">QUITO</p>	2. Agency <p style="text-align: center;">DoS, HU</p>	3a. Position Number <p style="text-align: center;">97-444321</p>
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3b. Subject to Identical Positions? Agencies may show the number of such positions authorized and/or established after the "Yes" block.
 Yes No

4. Reason For Submission

a. Redescription of duties: This position replaces
 (Position Number) _____, (Title) _____ (Series) _____ (Grade) _____

b. New Position

LPN NURSE

c. Other (explain)

VACANT

5. Classification Action	Position Title and Series Code	Grade	Initials	Date (mm-dd-yyyy)
a. Post Classification Authority	Licensed Practical Nurse (LPN), 510	FSN-9, FP-5		10-28-2015
b. Other				
c. Proposed by Initiating Office				

6. Post Title Position (If different from official title) <p style="text-align: center;">HU LPN NURSE (EFM) WAE</p>	7. Name of Employee <p style="text-align: center;">VACANT</p>
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8. Office/Section <p style="text-align: center;">HEALTH UNIT</p>	a. First Subdivision
b. Second Subdivision	c. Third Subdivision

9. This is a complete and accurate description of the duties and responsibilities of my position. <p style="text-align: center;">VACANT</p>	10. This is a complete and accurate description of the duties and responsibilities of this position.
Printed Name of Employee _____ Date (mm-dd-yyyy) _____	Printed Name of Supervisor _____ Date (mm-dd-yyyy) _____

Employee Signature	Supervisor Signature
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11. This is a complete and accurate description of the duties and responsibilities of this position. There is a valid management need for this position.	12. I have satisfied myself that this is an accurate description of this position, and I certify that it has been classified in accordance with appropriate 3 FAH-2 standards.
Printed Name of Chief or Agency Head _____ Date (mm-dd-yyyy) _____	Printed Name of Admin or Human Resources Officer _____ Date (mm-dd-yyyy) _____

Chief or Agency Head Signature	Admin or HR Officer Signature
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13. Basic Function Of Position
 This position functions as one of the Post's health care providers. The incumbent will serve as the U.S. Licensed Professional Nurse (LPN), or as a Western European equivalent trained License Professional Nurse with comparable licensure. The position is located in the Embassy Health Unit (HU) and is under the direct supervision of the Foreign Service Health Practitioner. The position will provide full range of professional nursing services to American and Locally Employed Staff.

14. Major Duties and Responsibilities 100 % of Time

- A. Responsible for the Health Orientation of New Arrivals
- Complete the Patient Registration Form and obtain medical clearances for all eligible beneficiaries.
- Orientation to public health risks and preventive health behaviors
- Assess family health and immunization needs
- Describe services provided by the health unit and various roles of health care personnel
- Maintain medical expendables
- Distribute a copy of the Health and Medical Information Booklet to all new employees.
- Complete age appropriate health promotion reviews

(Continue on blank sheet)

(See Addendum 1)

15. Qualifications Required For Effective Performance

a. Education

Must be a graduate of a professional nursing school or college that has the equivalent of Licensed Practical Nurses (LPN) training in the U.S. (to be confirmed by the FSMP, RMO and/or M/MED) or be fully credentialed/licensed in the host country.

b. Prior Work Experience

At least two years previous experience working in an out-patient clinic or hospital setting as LPN is required.

c. Post Entry Training

On the job administrative training or working knowledge in emergency preparedness, MEDEVAC, reporting, VIP visits, and management of both natural disasters and those caused by weapons of mass destruction will be provided. Current CPR certification (which must be maintained throughout employment) is required.

d. Language Proficiency: List both English and host country language(s) proficiency requirements by level (*II, III*) and specialization (*sp/read*).
Level IV (Fluent) Speaking/Reading English is required. Level II Speaking/Reading Spanish is required.

e. Job Knowledge

The ability to administer adult and pediatric immunization program according to current CDC standards is required. The position requires strong interpersonal skills and a client-oriented disposition. A good working knowledge or experience of current primary care and health promotion recommendations in the U.S. population is required.

f. Skills and Abilities

Must have the ability to administer adult and pediatric immunization program according to current CDC standards is required and must be familiar with American Nursing standards of care. Must be able to perform basic word processing on the computer.

16. Position Element

a. Supervision Received

Direct supervision will be provided by the Foreign Service Medical Officer at post if co-located. Otherwise, direct supervision will be provided by the Administrative Officer. Supervision for medical cases will be from the Regional Medical Officer (RMO), Foreign Service Medical Practitioner (FSMP), or MED Washington.

b. Supervision Exercised

none

c. Available Guidelines

3 FAM 1900 Series, Office of Medical Services Technical Guidelines. Foreign Service Medical Bulletin. CD-ROM: Standard Operating Procedures for Health Units, MED Website, MED Clinical Nursing Protocols, and Embassy Health Manuals.

d. Exercise of Judgment

Ability to independently identify actual and potential urgent health problems that may require immediate intervention or referral and act within the legal scope of nursing practice. Must recognize systems that indicate a serious physical, emotional or mental problem and other needs for medical care of all family members. Provide appropriate nursing assessment and intervention.

e. Authority to Make Commitments

Initiates referral to competent local resources for medical clearance exams and serious health conditions, including requests for hospitalization and/or medical evacuations in consultation with the RMO. Adheres to ICASS agreement as service provider. Initiates medical and pharmaceutical supply orders.

f. Nature, Level, and Purpose of Contacts

Liaison with local health care provides and facilities to maintain contacts at all levels, from local clinics up to the Minister of Health. Communicates regularly with RMO, FSHP, and M/MED in Washington.

g. Time Expected to Reach Full Performance Level

6 months.

Addendum 1

B. Coordinate Medical Clearance Examinations

- Prepare cables for fund cite requests
- Schedule medical appointments, labs, and special tests as required by Washington (e.g., colon screening, mammogram)
- Request consultations and additional studies to complete the clearance evaluation.
- Assist medical personnel with clinical examinations performed in the Health Unit and perform basic diagnostic assessment tests as approved by the RMO or FSHP.
- Verify and approve medical and laboratory bills for payment (based on authorization) related to the clearance exam.
- Translate or arrange translation of medical reports to English.
- Review completed clearance exams for thoroughness and pouch to Medical Clearances
- Package and ship lab specimens to MED lab as necessary

C. Coordinate Medical Evacuations

- Assist in Med Evacs through FSHP/RMO and in coordination with MED/Foreign Programs, the Florida Regional Center (FRC), or other Regional Medical Evacuation Site.
- Draft MED Channel evacuation and other cables with appropriate ICD-9 and CPT Coding
- Coordinate requests for specialty appointments with MED/Washington or overseas Medevac Site.
- Collaborate with Embassy Administrative office to coordinate medical evacuations
- Request fund cites from MED or appropriate agency
- Liaison between local providers and MED during emergency evacuations
- Assist patient with medical services access in interval prior to evacuation
- Accompany patient as a medical attendant as needed

D. Coordinate local hospitalizations of Foreign Service personnel

- Initiate Form DS-3067, Authorization for Medical Services for Employees and Dependents, for urgent/emergency or elective hospitalizations.
- Request fund cites from MED or appropriate agency
- Conduct regular visits to assess the course of care while Hospitalized
- Inform MED Foreign Programs and RMO by MED Channel cable of all hospitalizations and status.

E. Maintain an Immunization Clinic for Routine and Travel Immunizations

- Assess each new patient's immunization needs and make recommendations
- Follow CDC and ACIP guidelines for immunization of adults and children
- Maintain logs and/or databases with Federal Requirements for record keeping of administered vaccines
- Budget, order, and rotate vaccine stock
- Knowledge of recommended immunization schedules and management/reporting of adverse events

F. Serves as point of contact for Regional Medical Officers/Foreign Service Health Practitioners and Office of Medical Services

- Control Officer for regional medical visits of MED staff
- Coordinates transmission of medication prescriptions with RMO/FSHP
- Regular communication by phone and E-mail with RMO/FSHP

G. Maintains an occupational health clinic during assigned work hours

- Maintains custody and proper internal controls for the Health Unit. This includes ordering and inventory control of medical supplies and medications.
- Utilize the nursing process in providing patient care (assessment, nursing diagnosis, plan, intervention, and evaluation) to employees (US Direct Hire, LES, any eligible beneficiary); or
- Evaluate and assess patients within the scope of training and expertise by means of health history, observation, interview, physical examination, and other selected diagnostic measures. Interprets, reviews, and records history and clinical findings.

Selects appropriate action and initiates treatment or referral if indicated according to the nurse's scope of practice. This will include triage.

- Maintains an overseas medical record (paper or electronic) of all employee visits to the HU.
- Dispenses medications according to protocols approved by the RMO.
- Renders first aid and emergency treatment to the sick and injured anywhere on the embassy compound as appropriate
- Visits patient at home or in the hospital as necessary to evaluate health status and monitor care provided.
- Provides follow-up care to patients once discharged from the hospital.
- Provides recommendations for referral to local facilities or providers. Coordinate and monitor care received.
- Perform periodic sanitation inspections as directed by the RMO or Admin
- Test and maintain emergency equipment and safehaven materials in coordination with RSO.
- Conduct workplace health and safety surveys with the POSHO.
- Maintain accident log/accident reporting per MED/SHEM guidelines.

H. Maintains current working knowledge and relationship with the local providers and facilities.

- Maintains a list of acceptable local medical consultants and a copy of their credentials with updates every two years.
- Identifies quality providers and facilities in area and works with FSHP/RMO to develop referral network of best providers/facilities based on training, currency of knowledge and access to best facilities.
- Establishes effective relationships with local physicians and health care facilities to maximize access, coordinate care and resolve conflicts
- Monitor local public health issues that may have a potential impact on the embassy community and coordinate with the RMO and Admin
- Works with the RMO and post medical advisor to assess level of care at clinics, laboratories, blood banks, hospitals and individual physicians with regular updates of the Post Medical Capability Database to MED
- Communicates regularly with the post medical advisor

I. Must be available outside of normal embassy working hours

- Participates in Embassy medical duty call rotation as appropriate
- Responds to urgent telephone requests for medical information from the duty officer during off-duty hours
- Renders first aid and emergency treatment to the sick and injured anywhere on the embassy compound as appropriate
- Visits patient at home or in the hospital as necessary to evaluate health status and monitor care provided.
- Provides follow-up care to patients once discharged from the hospital.
- Provides recommendations for referral to local facilities or providers. Coordinate and monitor care received.
- Perform periodic sanitation inspections as directed by the RMO or Admin
- Test and maintain emergency equipment and safehaven materials in coordination with RSO.
- Conduct workplace health and safety surveys with the POSHO.
- Maintain accident log/accident reporting per MED/SHEM guidelines.

J. Maintains current working knowledge and relationship with the local providers and facilities.

- Maintains a list of acceptable local medical consultants and a copy of their credentials with updates every two years
- Identifies quality providers and facilities in area and works with FSHP/RMO to develop referral network of best providers/facilities based on training, currency of knowledge and access to best facilities
- Establishes effective relationships with local physicians and health care facilities to maximize access, coordinate care and resolve conflicts
- Monitor local public health issues that may have a potential impact on the embassy community and coordinate with the RMO and Admin
- Works with the RMO and post medical advisor to assess level of care at clinics, laboratories, blood banks, hospitals and individual physicians with regular updates of the Post Medical Capability Database to MED
- Communicates regularly with the post medical advisor

K. Must be available outside of normal embassy working hours

- Participates in Embassy medical duty call rotation as appropriate
- Responds to urgent telephone requests for medical information from the duty officer during off-duty hours
- Renders first aid and emergency treatment to the sick and injured anywhere on the embassy compound as appropriate
- Visits patient at home or in the hospital as necessary to evaluate health status and monitor care provided.
- Provides follow-up care to patients once discharged from the hospital.
- Provides recommendations for referral to local facilities or providers. Coordinate and monitor care received.
- Perform periodic sanitation inspections as directed by the RMO or Admin
- Test and maintain emergency equipment and safehaven materials in coordination with RSO.
- Conduct workplace health and safety surveys with the POSHO.
- Maintain accident log/accident reporting per MED/SHEM guidelines.

Note: "This position description in no way states or implies that these are the only duties to be performed by incumbent. Incumbent will be required to perform other duties as assigned by the agency."

15. Qualifications Required For Effective Performance

b.Prior Work Experience (continuation...)

At least two years previous experience teaching at least three of the following health promotion activities is required: smoking cessation; weight reduction; well child anticipatory guidance; emergency first aid; prenatal classes; community emergency response; CPR; safe food services; healthy lifestyle; stress management and relaxation; drug and alcohol dependence; and/or HIV prevention.

e.Job Knowledge (continuation...)

Experience in management and procurement of expendable medical supplies and equipment for ambulatory care clinic is required. Must be familiar with American Nursing standards of care. Must be able to work with computer applications (Microsoft Word, Excel y Outlook).