



# Missouri Department of **MENTAL HEALTH**

## JOB OPPORTUNITY

### **Licensed Practical Nurse II (Clinic Nurse)**

**Division of Developmental Disabilities**

**St. Louis, Missouri**

**Salary: \$1,909.62 semi-monthly**

**Apply by: March 12, 2020**

South County Habilitation Center currently has an opening for a Licensed Practical Nurse to work as the Clinic Nurse within the Nursing Department. Working hours are 8:00am to 4:30pm Monday-Friday; with the regular days off of Saturday/Sunday/Holidays. Some flexibility with working hours maybe necessary.

#### **Job Duties:**

This is an advanced practical nursing position. All candidates are required to perform a variety of advanced practical nursing duties under the general direction of a registered professional nurse. The candidate will be responsible for scheduling/tracking all clinic appointments and scheduling/managing on-site clinics. The candidate will be responsible for working closely with physicians, including assisting with physical exams, making rounds, completing billing for providers. Successful candidate will have excellent organizational skills and proficiency in Microsoft Office. Candidate will be required to work home coverage/overtime, as needed by facility.

#### **Eligibility Requirements:**

All candidates must possess a current license to practice as a practical nurse in the State of Missouri or in accordance with Missouri's Nurse Licensure Compact; and one or more years of professionally supervised experience as a licensed practical nurse in a hospital, institution, or health care facility.

**To Apply:** Please submit a completed DMH application, Resume, College transcripts, and three reference letters by close of business, **March 12, 2020**, to Jennifer Corp, 2312 Lemay Ferry Road St. Louis, MO 63125 or by fax to (314) 894-5488.

To apply online:

<https://mocareers.mo.gov/hiretrue/ce3/job-board/5effe9b2-4b89-494b-ac76-c45e25190768/9e0e838b-77d9-4b0e-9490-9e75cd2eab0b>

For additional information on this vacancy or to request a facility application, contact the Personnel Office at (314) 894-5438 or by email [Jennifer.Corp@dhm.mo.gov](mailto:Jennifer.Corp@dhm.mo.gov).

**WHY DMH?** The Missouri Department of Mental Health is dedicated to the prevention, treatment, and public understanding of mental illness and developmental disabilities. By joining our team, YOU can make a difference in the lives of those impacted by a mental illness or developmental disability so they have the opportunity to pursue their dreams, live their lives to the fullest, and be a valued member of their communities.