

Job Posting

Organization:	Tioga County Department of Human Services
Job Title / Position Number:	License Practical Nurse
Type Position:	Full time with benefits
Salary Range:	\$60,000 salary
Posting Length:	11 days
Posting Dates:	05/28/2026 to 6/8/2026
Contact Name / Number:	Marlo Carl 570-723-8204
Job Description:	See Attached Job Description

ELIGIBILITY -- ALL CANDIDATE(S):

1. Must meet the minimum experience and training (METs) required for the job. The METs for this position are:

Possession of a current Pennsylvania license as a Licensed Practical Nurse issued by the Pennsylvania State Board of Nursing, or possession of a non-renewable temporary practice permit issued by the Pennsylvania State Board of Nursing.

3. Valid Driver's License

HOW TO APPLY -- ALL CANDIDATES

1. Completed Tioga County Employment Application. The application must provide details of experience and training as related to the minimum experience and training requirement for the vacancy so eligibility can be determined.

If interested in applying, please send applications to: 118 Main St., Wellsboro, PA 16901

Attn: Marlo Carl

Applications can also be emailed to: mcarl@tiogacountypa.us

TIOGA COUNTY DEPARTMENT OF HUMAN SERVICES IS AN EQUAL OPPORTUNITY
& AFFIRMATIVE ACTION EMPLOYER

JOB DESCRIPTION

1. Name of Employee (Last, First, MI)		2. Employee Number	Position Number				
3. Department Family Services	Bureau	Division	Headquarters Organization Code				
4. Class Title Licensed Practical Nurse		Working Title Licensed Practical Nurse	Class Code				
5. Regular Work Schedule (September-May), Monday-Thursday		Position is:					
Start Time: <input type="text" value="8 a.m."/>	Lunch Length: <input type="text" value=".5"/>	<input checked="" type="checkbox"/> Full-Time	<input checked="" type="checkbox"/> Permanent				
End Time: <input type="text" value="4:30 p.m."/>	Hours/Week: <input type="text" value="40"/>	<input type="checkbox"/> Part-Time	<input type="checkbox"/> Temporary				
Days Worked (check all that apply):		Reports to: Assigned Manager Class Title					
S	M	T	W	Th	F	S	Explain any schedule variations: End of season incentive trips may require staff to work some weekend hours and overnights.
	X	X	X	X	X		

6. Describe the work assigned to this position, listing the critical duties and responsibilities first. Explain work in familiar terms and include machines or equipment used. Use additional paper if needed.

Children and Youth Licensed Practical Nurse

Summary of Responsibilities

The Licensed Practical Nurse (LPN) works under the direct supervision of the assigned manager. The LPN will work with children and families open for services through Children & Youth. This position provides support services to children and families involved in programming in conjunction with other agency staff and professionals. Services are provided in accordance with all existing policies, procedures, and regulations, as well as the mission and values of the agency.

Essential Functions

- Serve as a team member for children and families receiving services.
- Participate in team meetings, case reviews, and medical appointments as needed.
- Assist in ensuring that the medical needs of children and families are addressed in accordance with physician recommendations and treatment plans.
- Support psychotropic medication monitoring and documentation for children receiving services.
- Provide education and guidance to children, caregivers, foster parents, and staff regarding topics including but not limited to:
 - Medication administration
 - Universal precautions
 - First aid
 - Child development
 - Infant feeding and latching support
- Conduct home visits and community-based visits as needed.
- Assist with well-child assessments and medical screenings.
- Maintain accurate and timely documentation of medical information and services provided.
- Communicate effectively, both verbally and in writing, with team members, medical professionals, schools, caregivers, and the courts.
- Coordinate with physicians, pharmacies, behavioral health providers, and other service providers to support continuity of care.
- Support Children & Youth staff in identifying and responding to medical or developmental concerns of children in care.
- Ensure compliance with agency policies, HIPAA standards, and state regulations.

- Perform all other duties as assigned.

Education and Experience

- Possession of a current Pennsylvania license as a Licensed Practical Nurse issued by the Pennsylvania State Board of Nursing; or possession of a non-renewable temporary practice permit issued by the Pennsylvania State Board of Nursing.
- Employees possessing non-renewable temporary practice permits must obtain licensure as a Licensed Practical Nurse within one (1) year defined by the Pennsylvania State Board of Nursing.

Employment Requirements

- Automobile with valid insurance
- Valid Pennsylvania Driver’s License and acceptable motor vehicle record
- Act 33 and Act 34 Clearances
- FBI Fingerprint Clearance
- Social Security Card
- Immigration and Naturalization (I-9) documentation
- Drug Screening Clearance

Working Conditions

- Prolonged periods working on a computer in an open office environment.
- Comfortable communicating through virtual technology.
- Evening and weekend work may be required.
- Travel throughout the agency service area may be extensive and may occur during adverse weather conditions.
- Occasional overnight travel may be required.
- Must be able to lift up to 15 pounds.

HIPAA Access Level:

Professional – Individuals with this access level shall have access to the records in their department of clients/consumers with whom the professional has a current relationship, or for whom a professional consultation has been requested. Access to the entire department record by these individuals has been determined to be critical to the continuity of the clients/consumer’s care as well as essential to diagnosis, treatment selection, and the health and safety of the client and others.

7. Briefly describe how work is assigned to this position and how the work is reviewed.

8. If this is a supervisory position, briefly describe how work is assigned to subordinate personnel and how their work is reviewed. (If this is not a supervisory position, leave blank.)

9. Attach an Organizational Chart identifying all reporting relationships for this position.

CERTIFICATION

I certify that to the best of my knowledge all statements contained within the job descriptions are correct: This job description consists of __ pages. (count this form as 1 page)

Employee's Signature _____	Class Title _____	Date _____
Immediate Supervisor's Signature _____	Class Title _____	Date _____
Reviewing Officer's Signature _____	Class Title _____	Date _____

Signature

Title

Date
