

JOB ANNOUNCEMENT
“OPEN COMPETITIVE”

GUAM COMMUNITY COLLEGE IS ACCEPTING APPLICATIONS TO ESTABLISH A LIST:

POSITION TITLE: LICENSE PRACTICAL NURSE I	ANNOUNCEMENT NUMBER: JA#030-13 POSITION STATUS: Full-Time Appointment
SALARY: Pay Grade: H Open: 1-10; \$19,974 - \$29,962 per annum Promo: 1-20; \$19,974 - \$39,617 per annum	OPENING DATE: December 5, 2013
DIVISION: ACADEMIC AFFAIRS DIVISION Technology & Student Services	CLOSING DATE: December 20, 2013 5:00 p.m. (GMT +10:00) Guam, Port Moresby

MINIMUM EXPERIENCE AND TRAINING:

Graduation from a recognized school of practical nursing.

NECESSARY SPECIAL QUALIFICATIONS:

- a) Possession of a current license as a practical nurse on Guam; and
- b) Possession of a valid driver’s license may be required.

PLUS PURSUANT TO 4 GCA §4101(c):

All new employment in the service of the Government of Guam shall have, as a reasonable measure of job performance, minimum requirement of high school diploma or a successful completion of General Education Development (GED) test or any equivalent of a general education high school program, apprenticeship program or successful completion of certification program, from a recognized, accredited or certified vocational technical institution, in specialized field required for the job.

NATURE OF WORK IN THIS CLASS:

This is routine practical nursing work.

Employees in this class perform routine practical nursing duties independently after initial training and work under closer supervision on a variety of more complex developmental assignments.

ILLUSTRATIVE EXAMPLES OF WORK: (These examples do not list all the duties which may be assigned; any one position may not include all the duties listed.)

Prepares, administers and records medications and simple treatments according to physicians’ orders and under close supervision of a professional nurse.

Provides a suitable environment for patients and administers simple, therapeutic measures for patients as directed by the physician or assigned by the professional nurses.

Prepares patients and assists the physician or professional nurse in the examination of patients and diagnostic procedures.

Observes, records and reports to the physician or professional nurse any deviations from normal conditions and signs and symptoms which may be indicative of change.

Prepares equipment for simple treatment’s, including sterilization and observation of aseptic techniques.

Takes and records routine screening tests, such as hearing and vision test under the supervision of a professional nurse.

Administers first aid during emergencies and performs CPR when required.

Performs related duties as required.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:

Knowledge of practical nursing theory, current practices and techniques.

Ability to learn and apply nursing techniques and practices appropriate to the assignment.

Ability to make work decisions in accordance with nursing standards, rules and regulations and other program guidelines.

Ability to follow physician's orders precisely or determine if additional consultation is required.

Ability to observe and interpret the physical manifestations of the patient's conditions, and the social and environmental factors which may hasten or delay recovery.

Ability to work effectively with the public and employees.

Ability to communicate effectively, orally and in writing.

Ability to maintain records and prepare charts.

Skill in the safe operation of a motor vehicle may be required.

WHO SHOULD APPLY:

Open to the public.

HOW AND WHERE TO APPLY:

Applicants must submit an "Application for Employment" form to the GCC Human Resources Office, Suite 2112/2113, Student Services & Administration Building no later than 5:00 p.m. of the closing date. Applications are available online at www.guamcc.edu. For more information visit the Human Resources Office, Suite 2112 & 2113, Student Services & Administration Building, our website www.guamcc.edu or call (671) 735-5537/38.

IMPORTANT INFORMATION:

Public Law 99-0603 (8 USC Section 1324A) requires the Government of Guam to verify the identity and work eligibility of all newly hired employees. All new employees shall be required to provide proof of identity and work eligibility to work in the United States. The Government of Guam is required to comply with this law on a non-discriminatory basis.

If you are hired to fill a position with the College, you will be required to present valid documents that will establish your identity and work eligibility. Any one or a combination of the following and/or other documents as may be required: Original Birth Certificate; U.S. Passport; Naturalization Card; Alien Registration Card with photograph; original Social Security Card; or other proof of work eligibility.

VETERANS PREFERENCE:

Applicants claiming veterans preference are required to provide a copy of their DD-214 (Military discharge form). Those claiming Compensable Disability are required to provide a copy of a letter from the Veterans Administration.

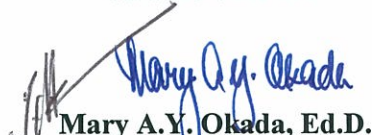
EDUCATION:

Applicants claiming degrees or credit hours are **required** to provide a copy of their college transcript. Transcripts from institutions outside of the U.S. **must be** accompanied by a **Comprehensive Course-by-Course Report** by a National Association of Credential Evaluation Services (NACES) member organization www.naces.org.

PRE-EMPLOYMENT MEDICAL EXAMINATION AND TUBERCULOSIS TESTING:

All applicants accepting employment with Government of Guam-Guam Community College must take and pass a pre-entry Physical Examination and Tuberculosis Testing as a condition of continued employment. Expenses for the physical/medical examination and tuberculosis test must be paid for by the applicant.

APPROVED BY


Mary A.Y. Okada, Ed.D.
President