



Join the Team that Makes a Difference!

Licensed Vocational Nurse (LVN)

The Achievable Foundation (Achievable) is a nonprofit Federal Qualified Community Health Center whose mission is to provide high quality, integrated care to individuals with intellectual and developmental disabilities, their families, and other vulnerable populations.

JOB SUMMARY

Under the direct supervision of the Health Center Supervisor, the Licensed Vocational Nurse is responsible for assisting providers with procedures, performing nursing procedures and assisting the Health Center Supervisor in maintaining optimal patient flow.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

- Provide direct nursing patient care services within scope of practice.
- Assist providers with examination and treatment of patients.
- Take vitals, perform screening test, administer medication, injections and immunizations.
- Act as the Vaccine Coordinator for the Vaccine for Children program.
- Perform laboratory procedures.
- Assist with COVID vaccine clinic.
- Provide education to patients and caregivers.
- Respond to patient inquiries, follow-up on labs and assist with medical record request from external entities, as needed.
- Provide front office coverage, as needed.
- Serve as back up to the Health Center Supervisor.
- Assist with the coordination of county, state and federal audits.
- Participate in quality improvement initiatives.

QUALIFICATIONS

- Current Vocational Nurse licensed in the State of California.
- Current CPR / BLS certification.
- One (1) year nursing experience in an ambulatory outpatient setting, preferred. New graduates may be considered.
- Must possess strong interpersonal skills and must have the ability to problem solve effectively and make independent judgement.
- Ability to work with a diverse population coming from various socio-economic backgrounds and abilities.
- Ability to maintain patient confidentiality and adhere to HIPAA regulations.
- Ability to understand and adhere to The Achievable Foundation policies and procedures.
- Knowledge of an electronic health record system strongly preferred.

Benefits include: Paid vacation, sick time and holidays; medical, dental, and vision insurance; retirement plan, EAP and CME.

To apply, please send a cover letter and resume to employment@achievable.org. Please include the job title in the subject line.