

Job Description



Position Title: Licensed Vocational Nurse II
Supervises: None
Reports To: Clinical Director
Written by: Human Resources Department

Department: Clinic
FLSA: Non-Exempt
Effective Date: 9/16
Approved by: CEO

Salary Grade: 12

General Summary:

To provide quality health care to a culturally diverse population

Essential Duties: (**Essential Functions*)

- Administers prescribed medications or start intravenous fluids, noting times and amounts on patients' charts
- Observes patients, charting and reporting changes in patients' conditions, such as adverse reactions to medication or treatment, and taking any necessary action
- Answers patients' calls and determine how to assist them
- Measures and records patients' vital signs, such as height, weight, temperature, blood pressure, pulse, and respiration
- Provides basic patient care or treatments, such as taking temperatures or blood pressures, dressing wounds, treating bedsores, giving enemas or douches, rubbing with alcohol, massaging, or performing catheterizations
- Works as part of a healthcare team to assess patient needs, plan and modify care, and implement interventions
- Supervises nurses' aides or assistants
- Evaluates nursing intervention outcomes, conferring with other healthcare team members as necessary
- Assembles and use equipment, such as catheters, tracheotomy tubes, or oxygen suppliers
- Records food and fluid intake and output
- Attendance and punctuality is essential in order to provide quality of care to patients, face-to-face interaction with patients, and to work with provided healthcare equipment collected at clinics
- Properly and effectively use relevant computer software applications and other technologies to augment support services and complete administrative duties
- Represent the organization in a positive, professional, responsible manner to staff, providers, case managers, and team members
- Provide excellent customer service skills.
- Reviews patient charts and progress notes to determine prior visits to the clinic, history, status of follow-up on physician's orders and definition of problem.
- Refers defined patient needs to the physician
- Communicates, coordinates and consults with members of the health team while performing nursing duties.
- Assist with Orientation of new and current personal.
- Performs, observes and records symptoms, interactions and progress for the patient and reports findings to the medical provider. Does not make independent medical healthcare decisions.
- Assist with special projects as assigned
- Will be responsible for checking all indicators are current.

Other Responsibilities:

- Follows all SCFHC policies and procedures
- Other duties as assigned

Job Specifications: (*Knowledge, skills, abilities and experience normally required for competent performance*)

Education and Knowledge

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- High School Diploma or equivalent required
- Require knowledge of medical equipment, and medical terminology
- Knowledge of quality assurance standards preferred
- Demonstrates knowledge of safety, infection control & emergency policies and procedures

Experience

- Must have minimum 2 years' experience

Skills and Abilities

- Good written, oral and customer service skills
- Excellent interpersonal, organizational, and project management skills
- Excellent communication skills
- Bilingual/Bi literate Spanish/English
- Natural at building relationships; empathetic, compassionate, trusting, flexible, good listeners and energetic.
- Excellent logical reasoning and judgment skills; must be detail-oriented and organized
- Demonstrates initiative, exertion, drive, desire for self-improvement, and learning ability for advancement

Licensure and Certifications

- Current California LVN license
- CPR/BLS Certificate

Financial Responsibility and Authority:

- None

Working Condition Demands:

Key (Based on typical week):

N=Never

F= Frequent (34%-66% of time)

R= Rarely (Less than 1 hour per week)

C=Constant (over 66% of time)

O=Occasional (1%-33% of time)

Activity	Frequency					Activity	Frequency				
	N	R	O	F	C		N	R	O	F	C
Lifting/Carrying						Pushing/Pulling					
Under 10 lbs				x		Under 10 lbs				x	
11-20 lbs		x				11-20 lbs	x				
21-50 lbs	x					21-50 lbs	x				
51-100 lbs	x					51-100 lbs	x				
Over 100 lbs	x					Over 100 lbs	x				
Twisting/Turning						Driving					
Reach over shoulder			x			Automatic Trans	x				
Reach over head			x			Standard Trans	x				
Reach outward			x								
Climb						Other					
Crawl						Keyboard/Ten					x
Kneel		x				Key					x
Squat		x				Fingering (fine dexterity)	x				
Sit			x			Handling (grasping, holding)				x	
Walk-Normal Surfaces				x		Repetitive Motion - Hands	x				
Walk-Uneven Surfaces	x					Repetitive Motion - Feet	x				
Walk-Slippery Surfaces	x										
Stand				x							
Bend		x									

Adherence of SCFHC Policies:

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To adhere to the SCFHC policies as they pertain to department and Human Resources Department

Disclaimer:

The above statements are intended to describe the general nature and level of work being performed by assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

Employee's Acknowledgement:

I have had the opportunity to ask questions and understand that the above information on this job description has been designed to indicate the general nature and not designed to contain a comprehensive inventory of all duties, responsibilities and qualification to this job. In addition, my job title, duties, responsibilities and compensation can change with or without notice based on the needs of the company. Moreover, this job description does not change my "at-will" status with the company.

Name of Employee: _____ Signature: _____ Date: _____